




ORDINARY MEETING OF COUNCIL

MINUTES

20 OCTOBER 2022

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on ~~17/11/22~~

Presiding Member:  Date: *17 November 2022*

Disclaimer

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) establish procedures for revocation or revision of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Brookton expressly disclaims liability for any loss or damage suffered by any person as a result or relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council Meeting.

TABLE OF CONTENTS

1.10.22	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	4
2.10.22	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	4
3.10.22	USE OF COMMON SEAL – SEPTEMBER 2022	4
4.10.22	DELEGATED AUTHORITY – ACTIONS PERFORMED – SEPTEMBER 2022.....	4
5.10.22	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
6.10.22	PUBLIC QUESTION TIME.....	5
6.10.22.01	Reserve Precinct Bicycle Track - Bridge	5
6.10.22.02	Brookton Memorial Hall Adaption Project	5
6.10.22.03	Brookton Memorial Hall Adaption Project	5
6.10.22.04	Brookton Memorial Hall Adaption Project	6
7.10.22	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
8.10.22	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	6
9.10.22	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	6
9.10.22.01	ORDINARY MEETING OF COUNCIL – 15 SEPTEMBER 2022.....	6
9.10.22.02	AUDIT AND RISK COMMITTEE – 27 SEPTEMBER 2022.....	6
10.10.22	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	7
11.10.22	DISCLOSURE OF INTERESTS	7
12.10.22	TECHNICAL & DEVELOPMENT SERVICES REPORTS.....	7
12.10.22.01	2022/23 - SUPPLY OF BITUMEN SEALING SERVICES	7
12.10.22.02	2022/23 - SUPPLY OF CEMENT STABILISATION SERVICES FOR BROOKTON KWEDA AND DANGIN MEARS ROAD.....	12
12.10.22.03	DEVELOPMENT APPLICATION – REPURPOSED DWELLING	16
12.10.22.04	DEVELOPMENT APPLICATION – OUTBUILDING	30
12.10.22.05	BROOKTON MEMORIAL HALL PROJECT – REVIEW OF DESIGN DEVELOPMENT AND COSTING.....	40
13.10.22	COMMUNITY SERVICES REPORTS.....	48
14.10.22	CORPORATE SERVICES REPORTS	48
14.10.22.01	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2022.....	48
14.10.22.02	LIST OF PAYMENTS – SEPTEMBER 2022.....	69
15.10.22	GOVERNANCE REPORTS.....	78
15.10.22.01	REVISED APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES AND ADVISORY GROUPS FOR 2022-2023 FOLLOWING EXTRAORDINARY ELECTION.....	78

15.10.22.02	ADOPTION OF ORDINARY COUNCIL MEETING DATES FOR 2023.....	87
15.10.22.03	COUNCIL POLICY - SHIRE SERVICES DURING CHRISTMAS/NEW YEAR HOLIDAY PERIOD	90
16.10.22	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	94
17.10.22	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	94
17.10.22.01	URGENT BUSINESS – COMMUNITY CHEST GRANT – BROOKTON P&C ASSOCIATION	94
17.10.22.02	COMMUNITY CHEST GRANT – BROOKTON P&C ASSOCIATION.....	96
18.10.22	CONFIDENTIAL REPORTS.....	105
19.10.22	NEXT MEETING & CLOSURE.....	105

1.10.22 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President, Cr Crute, declared the Meeting open at 6.00pm.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

2.10.22 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Cr KL Crute (Shire President)
Cr HA Bell
Cr CE Hartl
Cr C Hayden
Cr TD Lilly
Cr MG Macnab

Staff (Non-Voting)

Gary Sherry Chief Executive Officer
Deanne Sweeney Manager Corporate and Community
Les Vidovich Manager Infrastructure and Works
Kevin D'Alton Manager Projects
Sandie Spencer Executive Governance Officer

Apologies

Leave of Absence

Cr NC Walker (Deputy Shire President)

Members of the Public

Mr David Bond
Mrs Carol Bond

3.10.22 USE OF COMMON SEAL – SEPTEMBER 2022

The Table below details the Use of Common Seal under delegated authority for the month of September 2022.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
Nil.		

4.10.22 DELEGATED AUTHORITY – ACTIONS PERFORMED – SEPTEMBER 2022

The Table below details the actions of Council performed under delegated authority for the month September 2022.

Shire of Brookton, Delegation Register, 1.41 Building Matters – Permits, Certificates & Orders

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
Nil			

Shire of Brookton, Delegation Register, 1.37 Specific Provisions under the Town Planning Scheme No. 4.

PLANNING				
File Ref	Application Ref	Subject Land (incl. Scheme No.)	Purpose	Date Granted
Nil				

5.10.22 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.10.22 PUBLIC QUESTION TIME

6.10.22.01 Reserve Precinct Bicycle Track - Bridge

Ms Carol Bond noted the Council works around the playground and bike track on Reserve and in particular the wooden bridge. Ms Bond noted the height of bridge and asked if the project was complete or if there was going to be a ramp or sides to the bridge?

The Shire President, Cr Katrina Crute, advised that the project was not complete and a ramp was to be constructed to allow much easier access to the bridge.

6.10.22.02 Brookton Memorial Hall Adaption Project

Mr David Bond advised of his support for retention of the Brookton Memorial Hall and advised that he believed it disappointing that Council had not applied for grants and fundraising for the project.

The Shire President, Cr Katrina Crute, advised that Council had spoken with a private grant consultant with an excellent track record in local government who had advised that it would be likely that Council could be successful with an application for a significant amount to Lotterywest. This application can only be submitted with Council's final confirmation of the design.

6.10.22.03 Brookton Memorial Hall Adaption Project

Mr David Bond noted that the Defibrillator located at the Shire of Brookton's Aquatic Centre is located on the north wall facing the sun. Mr Bond asked why that was the case?

The Shire President, Cr Katrina Crute, noted that the position of this defibrillator inside a secure case on the north facing position. Cr Crute was under the impression that this location was where the Shire was instructed to locate the defibrillator.

The exact location of a defibrillator is important information that is maintained by St Johns for use with the 000 Emergency Call. St Johns need to be able to accurately direct the callers to the 000 Emergency Call to every defibrillator.

Cr Crute noted that the defibrillators were required to be available 24/7 and that the Brookton Community Club were in the process of mounting their defibrillator outside the Club in a similar secure case.

6.10.22.04 Brookton Memorial Hall Adaption Project

Mr David Bond asked if the Council Briefing Forum was where all the decisions were made and not in the Council meeting?

The Shire President, Cr Katrina Crute, advised that the Council Briefing Forum was an opportunity for Councillors to discuss and raise issues on operational matters with Staff. Cr Crute advised that all Council decisions were made in a Council Meeting.

7.10.22 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8.10.22 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9.10.22 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.10.22.01 ORDINARY MEETING OF COUNCIL – 15 SEPTEMBER 2022

OCM 10.22-01

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Bell

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 15th September 2022, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

9.10.22.02 AUDIT AND RISK COMMITTEE – 27 SEPTEMBER 2022

OCM 10.22-02

COUNCIL RESOLUTION

MOVED Cr Macnab SECONDED Cr Crute

That the minutes of the Audit and Risk Committee meeting held in the Shire of Brookton Council Chambers, on 27th September 2022, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

10.10.22 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Cr Katrina Crute, passed on her condolences to the Butcher family with the passing of Colin Butcher.

11.10.22 DISCLOSURE OF INTERESTS

Item no.	Members/Officers	Type of Interest	Nature of Interest
17.10.22.02	Cr Lilly	Impartiality	Brookton Rural Traders have quoted to supply the items.
17.10.22.02	Cr Hartl	Impartiality	Brookton Rural Traders have quoted supply the items.

12.10.22 TECHNICAL & DEVELOPMENT SERVICES REPORTS**12.10.22.01 2022/23 - SUPPLY OF BITUMEN SEALING SERVICES**

File No:	FIN013B
Date of Meeting:	20 October 2022
Location/Address:	Not applicable
Name of Applicant:	Not applicable
Name of Owner:	Not applicable
Author/s:	Les Vidovich – Manager Infrastructure & Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider and award a contract for the supply of bitumen sealing services within the Shire of Brookton to allow for it to complete its 2022/23 Construction Program.

Background:

This Request for Quotation covers a range of bitumen surfacing services, and these include:

1. Primer seal – Supply and Spray
2. Hot single coat seal – Supply and Spray
3. C170 two coat seal – Supply and Spray
4. Precoating of Aggregate
5. Application of Aggregate
6. Fully inclusive of all materials, plant, personnel, and traffic management

A total of six prospective companies were sent the Request for Quotation specifications through WALGA's preferred supplier arrangement to quote. When submissions closed at 2pm on Wednesday 17th August 2022, two quotations were received from the following organisations:

1. Fulton Hogan – 158 Talbot Rd, Hazelmere, WA, 6055
2. Downer Pty Ltd – 5 Marion Road, Maddington WA 6109

Consultation: Nil

Statutory Environment:

Local Government Act (1995)

Section 3.57 Requires a local government to invite tenders, before entering into a contract of a prescribed kind for the supply of goods or services.

Local Government (Functions and General) Regulations (1996)

Part 4 Provision of Goods and Services – Provides the detail of when tenders are required to be called and the process for dealing with and awarding tenders.

Relevant Plans and Policy:

Council Policy 2.36 – Procurement applies.

Financial Implications:

The financial commitment for the supply of bitumen sealing services is included in the relevant construction and operational budgets for each project.

Risk Assessment:

The risk in relation to this matter is assessed as “Medium”.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
	Almost Certain	Medium	High	High	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

The upgrading or improvement of a roadway aligns with the Shire of Brookton’s Corporate Business Plan.

Comment

All quotations submitted complied with the Request for Quotation requirements and have therefore been presented to Council for consideration.

The criteria and results on which the quotations were assessed are as follows:

Description of Qualitative Criteria	Weighting
Previous Experience	10%
Availability	10%
Quoted Price and Personnel Experience	80%
Total Score	100%

Confidential Attachment 12.10.22.01A contains a copy of each the submitted costs, selection criteria and staff assessment on which the quotations were assessed.

Based on these results shown, it is therefore recommended by staff that Council award the contract for the supply of bitumen sealing services for 2022/23 to Downer Pty Ltd.

OFFICER'S RECOMMENDATION

That Council, having considered all quotations received, accepts the quotation as submitted by Downer Pty Ltd for the following supply of bitumen sealing services for 22/23:

Road/Street	SLK	m2	Product	Rate	Total
Brookton Kweda	13.44 - 17.20	24,640	Prime seal (0.6L/m2 @ 40/60 bitumen/cutter)	\$2.30	\$56,647.36
Brookton Kweda	13.44 - 17.20	24,640	C170 two coat seal (14/7mm aggregate) @3L/m2	\$9.23	\$227,402.56
Dangin Mears	8.00 - 12.94	39,520	Prime seal (0.6L/m2 @ 40/60 bitumen/cutter)	\$1.99	\$78,684.32
Dangin Mears	8.00 - 12.94	39,520	C170 two coat seal (14/7mm aggregate) @3L/m2	\$9.35	\$369,512.00
Copping	0 - 0.70	5,740	Hot single coat seal (10mm aggregate) @1.8L/m2	\$6.08	\$34,916.42
Lennard	0 - 0.40	4,400	Hot single coat seal (10mm aggregate) @1.8L/m2	\$6.91	\$30,395.20
Richardson	1.44 - 1.67	2,139	Hot single coat seal (10mm aggregate) @1.8L/m2	\$10.16	\$21,740.80
Strange	0 - 3.0	21,600	Hot single coat seal (10mm aggregate) @1.8L/m2	\$5.95	\$128,541.60
TOTAL					\$947,840.26

(Simple majority Vote required)

That Council, having considered all quotations received, accepts the quotation as submitted by Downer Pty Ltd for the following supply of bitumen sealing services for 22/23:

Road/Street	SLK	m2	Product	Rate	Total
Brookton Kweda	13.44 - 17.20	24,640	Prime seal (0.6L/m2 @ 40/60 bitumen/cutter)	\$2.30	\$56,647.36
Brookton Kweda	13.44 - 17.20	24,640	C170 two coat seal (14/7mm aggregate) @3L/m2	\$9.23	\$227,402.56
Dangin Mears	8.00 - 12.94	39,520	Prime seal (0.6L/m2 @ 40/60 bitumen/cutter)	\$1.99	\$78,684.32
Dangin Mears	8.00 - 12.94	39,520	C170 two coat seal (14/7mm aggregate) @3L/m2	\$9.35	\$369,512.00
Copping	0 - 0.70	5,740	Hot single coat seal (10mm aggregate) @1.8L/m2	\$6.08	\$34,916.42
Lennard	0 - 0.40	4,400	Hot single coat seal (10mm aggregate) @1.8L/m2	\$6.91	\$30,395.20
Richardson	1.44 - 1.67	2,139	Hot single coat seal (10mm aggregate) @1.8L/m2	\$10.16	\$21,740.80
Strange	0 - 3.0	21,600	Hot single coat seal (10mm aggregate) @1.8L/m2	\$5.95	\$128,541.60
TOTAL					\$947,840.26

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Confidential Attachment 12.10.22.01A – Qualitative Criteria – Supply of Bitumen Service.

12.10.22.02 2022/23 - SUPPLY OF CEMENT STABILISATION SERVICES FOR BROOKTON KWEDA AND DANGIN MEARS ROAD

File No:	FIN013C
Date of Meeting:	20 October 2022
Location/Address:	Not applicable
Name of Applicant:	Not applicable
Name of Owner:	Not applicable
Author/s:	Les Vidovich – Manager Infrastructure & Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider and award a contract for the supply of cement stabilisation services to Brookton Kweda Road and Dangin Mears Road construction.

Background:

Cement stabilisation is a cost-effective way to reconstruct or rehabilitate a section of road. After overlaying the existing surface with 100 to 150mm of new gravel, cement is added, and a stabilisation machine follows mixing and recycling both the old and new sections of road to improve its properties. Cement is commonly used as a binding agent in sealed roads because it greatly increases the strength and resistance of the material used.

A total of four prospective companies were provided the Request for Quotation specifications through WALGA's preferred supplier arrangements. When submissions closed at 2pm on Thursday 4th August 2022, three quotations had been received from the following:

1. Western Stabilisers – 821 Dilling Railway Road, Corrigin WA 6375
2. Stabilised Pavement of Australia – 97 Poole Street, Welshpool WA 6106
3. Downer Pty Ltd – 5 Marion Road, Maddington WA 6109

Consultation: Nil

Statutory Environment:

Local Government Act (1995)

Section 3.57 Requires a local government to invite tenders, before entering into a contract of a prescribed kind for the supply of goods or services.

Local Government (Functions and General) Regulations (1996)

Part 4 Provision of Goods and Services – Provides the detail of when tenders are required to be called and the process for dealing with and awarding tenders.

Relevant Plans and Policy:

Council Policy 2.36 – “Procurement” applies to all purchases.

Financial Implications:

The financial commitment for the supply of cement stabilisation services is included in the relevant construction and operational budgets for each of the Brookton Kweda and Dangin Mears Road projects.

Risk Assessment:

The risk in relation to this matter is assessed as “Medium”.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
	Almost Certain	Medium	High	High	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

The upgrading or improvement of a roadway aligns with the Shire of Brookton’s Corporate Business Plan.

Comment

All companies that submitted quotations have the capability, expertise, and experience to carry out the requirements of the contract to the complete satisfaction of Council. There is a prerequisite under the Request for Quotation document that the contract would be awarded to an organisation whose offer was assessed as offering the best value for money outcome for the Shire of Brookton.

Quotations were evaluated using a point scoring system with scores being awarded based on selection criteria. Each criteria is weighted to reflect its relative importance and scores are then combined to yield a total. A higher score indicates a more favourable pricing structure for Council.

Confidential Attachment 12.10.22.02A contains a copy of the evaluation of the Quotations.

The Officer’s Recommendation advises Council to award the contract for the supply of cement stabilisation for the construction of Brookton Kweda & Dangin Mears Roads to Stabilised Pavement of Australia.

OFFICER'S RECOMMENDATION

That Council, having considered all quotations received, accepts the quotation as submitted by Stabilised Pavements of Australia for the following supply of cement stabilisation services for 22/23:

Road	SLK	Area M ²	Treatment	M ² Rate	Cost
Brookton Kweda	13.44 - 17.20	27,720	Cement Stabilisation to 250mm deep with 1.0% cement by weight.	\$3.59	\$105,423.89
Dangin Mears	8.00 - 12.94	49,400	Cement Stabilisation to 250mm deep with 1.0% cement by weight.	\$3.59	\$183,255.09
TOTAL					\$288,678.98

(Simple majority Vote required)

OCM 10.22-04

COUNCIL RESOLUTION

MOVED Cr Hayden SECONDED Cr Bell

That Council, having considered all quotations received, accepts the quotation as submitted by Stabilised Pavements of Australia for the following supply of cement stabilisation services for 22/23:

Road	SLK	Area M²	Treatment	M² Rate	Cost
Brookton Kweda	13.44 - 17.20	27,720	Cement Stabilisation to 250mm deep with 1.0% cement by weight.	\$3.59	\$105,423.89
Dangin Mears	8.00 - 12.94	49,400	Cement Stabilisation to 250mm deep with 1.0% cement by weight.	\$3.59	\$183,255.09
TOTAL					\$288,678.98

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Confidential Attachment 12.10.22.02A – Qualitative Criteria – Supply of Cement Stabilisation.

12.10.22.03 DEVELOPMENT APPLICATION – REPURPOSED DWELLING

File No:	A565
Date of Meeting:	20 October 2022
Location/Address:	Lot 382 (No. 150) White Street, Brookton
Name of Applicant:	Frederick Joubert
Name of Owner:	As above
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

To consider a Development Application for a repurposed dwelling.

Description of Proposal:

The proposed repurposed dwelling consists of 4 sea containers combined with a colourbond skillion roof and decking. The repurposed dwelling is 12.9m long, 10.9m wide and up to 3.5m high.

The proposed repurposed dwelling is setback 108m from the northern property boundary, 45m (east), 35m (south) and 114m (west). Details provided by the applicant are attached.

Background:

The site adjoins White Street to the east (unsealed) and the unnamed road reserve to the south. The property is 2.7886 hectares in area, is vacant and partially vegetated. The site is within a bushfire prone area.

The site is zoned 'Rural Residential' under Local Planning Scheme No. 4 (LPS4). Surrounding land uses include a civic and community reserve to the north, vacant Crown land (east), rural (south) and rural residential (west).

The application requires Council determination given the delegation does not include 'A' uses. Additionally, the application, in part, does not comply with aspects of Council's *Policy 3.1 Relocated Second-Hand Buildings*.

Consultation:

The Shire invited comments from adjoining landowners on this Development Application for 14 days. One submission was received which raised no objections.

Statutory Environment:

The proposed repurposed dwelling is subject to various requirements in LPS4 including:

- Repurposed dwelling is defined as 'a building or structure not previously used as a single house, which has been repurposed for use as dwelling.'
- Repurposed dwelling is an 'A' use in the Residential Zone. This requires that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions; and
- Clause 48 – Repurposed and Second-Hand dwellings states 'In zones where the local government has the discretion to approve the erection of a repurposed dwelling

and/or second-hand dwelling on a lot, it will be subject to the dwelling being compatible with its setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area.’

Relevant Plans and Policy:

The application complies with aspects of Council’s Policy 3.1 Relocated Second-Hand Buildings Policy but is inconsistent with other components of the Policy. The policy in part states:

‘Repurposed Dwelling will not be supported on residential zoned land within the Brookton townsite unless the Council is completely satisfied the final design and presentation accords as a minimum to the existing housing standard and will not be detrimental to the visual amenity and or residential property values in the area.’ (section 3.1 - noting that the property is zoned Rural Residential)

‘Second-hand repurposed dwellings (ie dongas) will not be supported within the gazetted Brookton townsite.’ (section 4.1)

There may be a need to review aspects of Policy 3.1 to, in part, reflect LPS4. The policy focuses on second-hand buildings but also includes repurposed dwellings.

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

Financial Implications:

There are no financial implications in relation to this matter other than receipt of the Development Application fee.

Risk Assessment:

There is a medium risk that the applicant may request a review of the Council’s decision to the State Administrative Tribunal.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal aligns with Council's Strategic Community Plan 2027 including 'BROOKTON'S population has grown and diversified.'

Comment:

While noting the application is inconsistent with a component of Council Policy 3.1, the Development Application is conditionally supported given:

- Repurposed dwellings are an 'A' use in the Rural Residential zone (can be considered on its merits);
- The repurposed dwelling is not considered to detract from the streetscape given the generous setbacks, the amount of vegetation and that White Street (southern end) has limited traffic;
- It is considered compatible with its setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area;
- Neighbours raise no objection to the application; and
- Recommended development conditions and advice can assist to address any possible amenity and aesthetic concerns should Council approve the application, including that it is painted and finished to an acceptable standard. To ensure the dwelling is finished within an acceptable timeframe, a bond is recommended in compliance with LPS4 and Council's policy.

The proposed repurposed dwelling is recommended for approval, with conditions.

OFFICER'S RECOMMENDATION

That Council grant Development Approval for a repurposed dwelling on Lot 382 on Deposited Plan 168716 (No. 150) White Street, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. The exterior of the repurposed dwelling is to be finished to an acceptable standard and painted in an approved colour, which is in harmony with the amenity of the area, to the satisfaction of the local government prior to occupation.
3. The colourbond roof and the decking are installed to the satisfaction of the local government prior to occupation.
4. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the outbuilding shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall

be permanently maintained in an operative condition to the satisfaction of the local government.

5. The repurposed dwelling is connected to an approved on-site wastewater treatment system prior to occupation to the satisfaction of the local government.
6. A water tank with a minimum capacity of 120,000 litres, plus an additional 15,000 litres dedicated to firefighting purposes, is to be connected to the roof catchment prior to occupation of the repurposed dwelling to the satisfaction of the local government.
7. A Bushfire Attack Level Assessment is to be submitted with the Building Permit Application. The repurposed dwelling is to be constructed in accordance with AS3959 Construction of Buildings in Bushfire Prone Areas. The Asset Protection Zone is to be permanently maintained around the repurposed dwelling in accordance with the BAL assessment.

Advice Notes

- A) The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- C) Please liaise with the Shire regarding locating, constructing and draining a suitable crossover.
- D) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

(Simple majority Vote required)

OCM 10.22-05

COUNCIL RESOLUTION

MOVED Cr Crute

SECONDED Cr Lilly

OFFICER'S RECOMMENDATION

That Council grant Development Approval for a repurposed dwelling on Lot 382 on Deposited Plan 168716 (No. 150) White Street, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

- 1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***

2. ***The exterior of the repurposed dwelling is to be finished to an acceptable standard and painted in an approved colour, which is in harmony with the amenity of the area, to the satisfaction of the local government prior to occupation.***
3. ***The colourbond roof and the decking are installed to the satisfaction of the local government prior to occupation.***
4. ***The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the outbuilding shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.***
5. ***The repurposed dwelling is connected to an approved on-site wastewater treatment system prior to occupation to the satisfaction of the local government.***
6. ***A Bushfire Attack Level Assessment is to be submitted with the Building Permit Application. The repurposed dwelling is to be constructed in accordance with AS3959 Construction of Buildings in Bushfire Prone Areas. The Asset Protection Zone is to be permanently maintained around the repurposed dwelling in accordance with the BAL assessment.***

Advice Notes

- A) ***The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.***
- B) ***If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.***
- C) ***Please liaise with the Shire regarding locating, constructing and draining a suitable crossover.***
- D) ***If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.***
- E) ***The Shire of Brookton has no plans to improve the standard of White Street near Lot 382 (No. 150) White Street, Brookton.***

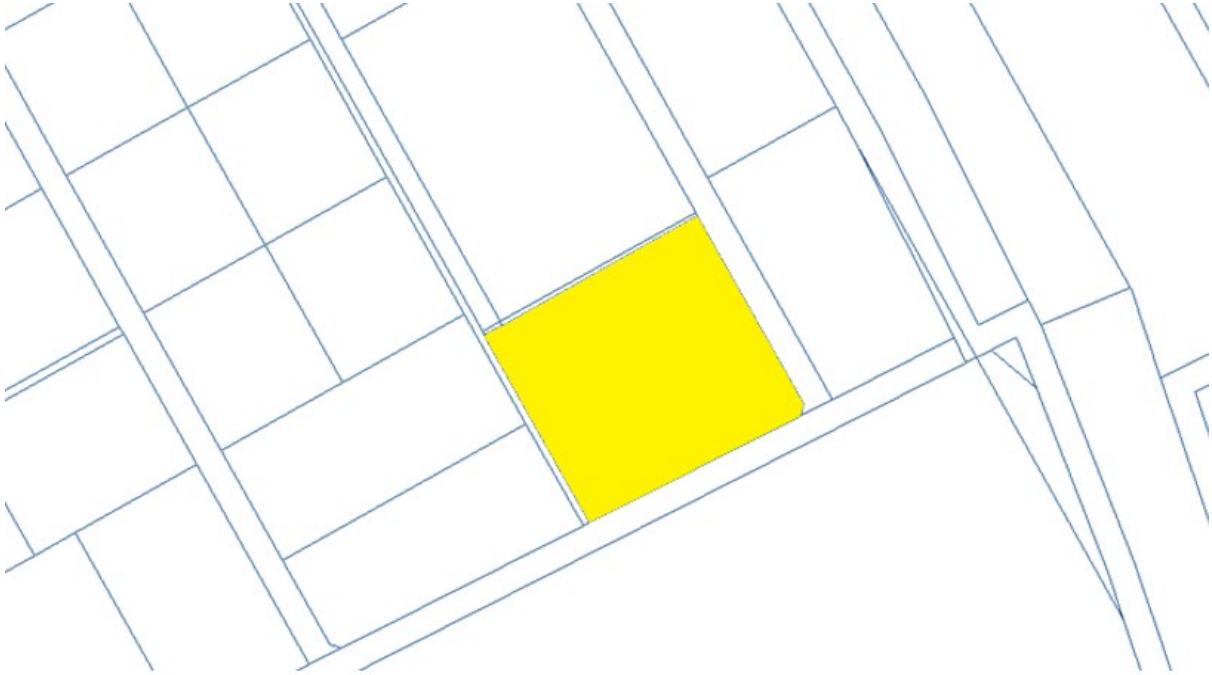
CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 12.10.22.03A – Location Plan.

Attachment 12.10.22.03B – Details from applicant.

Attachment 12.10.22.03C – Policy 3.1 - Relocated Second-Hand Buildings.



LOCAL PLANNING SCHEME NO. 4
APPLICATION FOR DEVELOPMENT APPROVAL



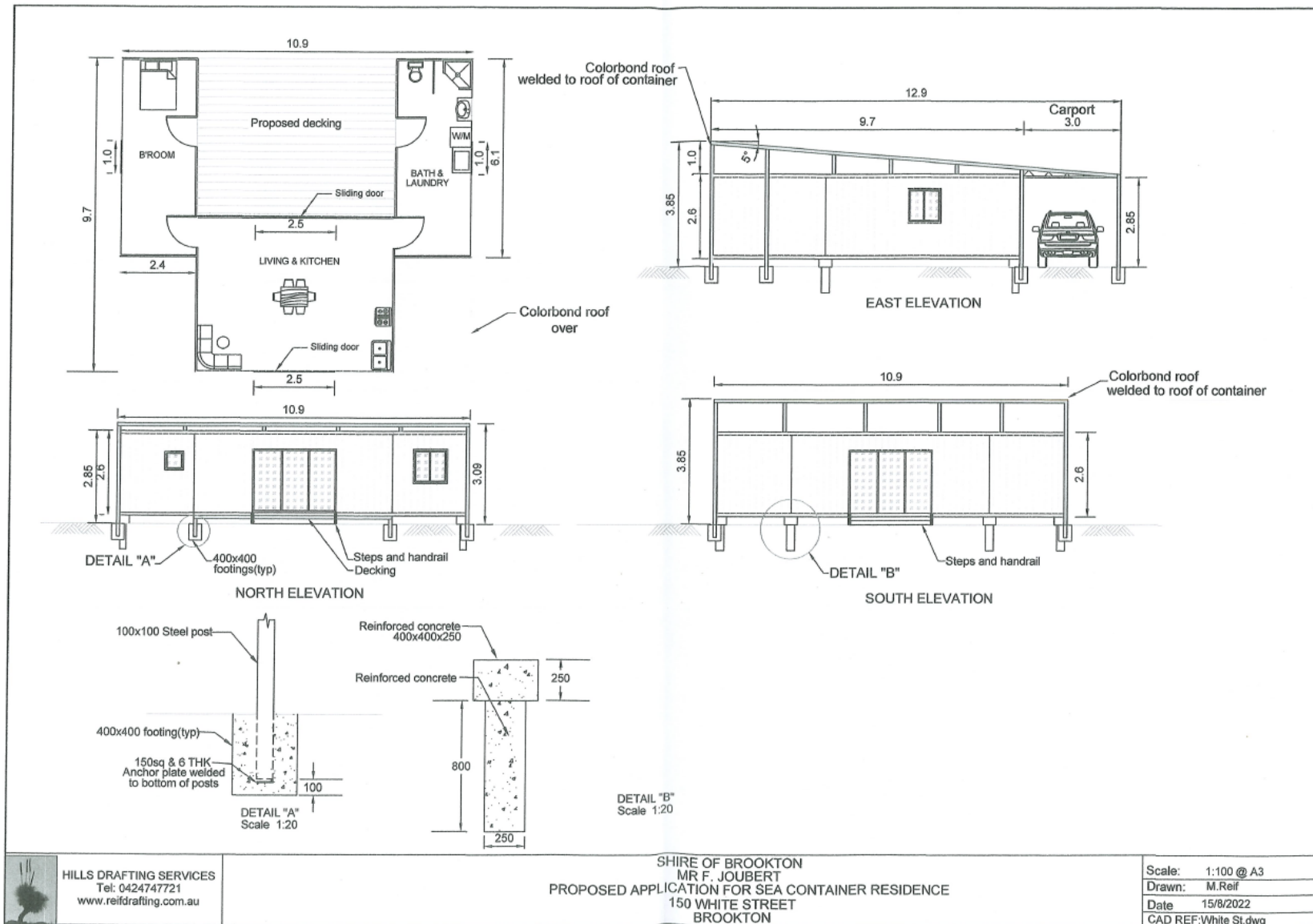
Owner Details			
Full Name: <u>FREDERIK FRANCOIS JOUBERT</u>			
ABN: (if applicable)			
Postal Address: [REDACTED]			
Phone	Work:	Home:	Mobile:
			[REDACTED]
Email:			
Contact Person for Correspondence: <u>A/A.</u>			
<i>The Signature of the owner(s) is required on this application in order for it to proceed. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>			
Signature: <u>[Signature]</u>			Date: <u>17-8-22</u>
Signature:			Date:

Applicant details (if different from owner)			
Name:			
Address:			
Phone	Work:	Home:	Mobile:
Email:			
Contact Person for Correspondence:			
It is accepted the information and plans provided with this application may be made available by the Local Government for Public viewing. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Signature:			Date:

Property Details		
Lot No: <u>382</u>	House/Street No: <u>150</u>	Location No:
Diagram or Plan No: <u>168716</u>	Certificate of Title Vol. No: <u>1381</u>	Folio: <u>196</u>
Title encumbrances (e.g. easements, restrictive covenants, etc):		
Street Name: <u>WHITE ST</u>	Suburb: <u>BROOKTON</u>	
Nearest street intersection: <u>KING ST</u>		

Proposed Development
Nature of development OR use: <input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and Use

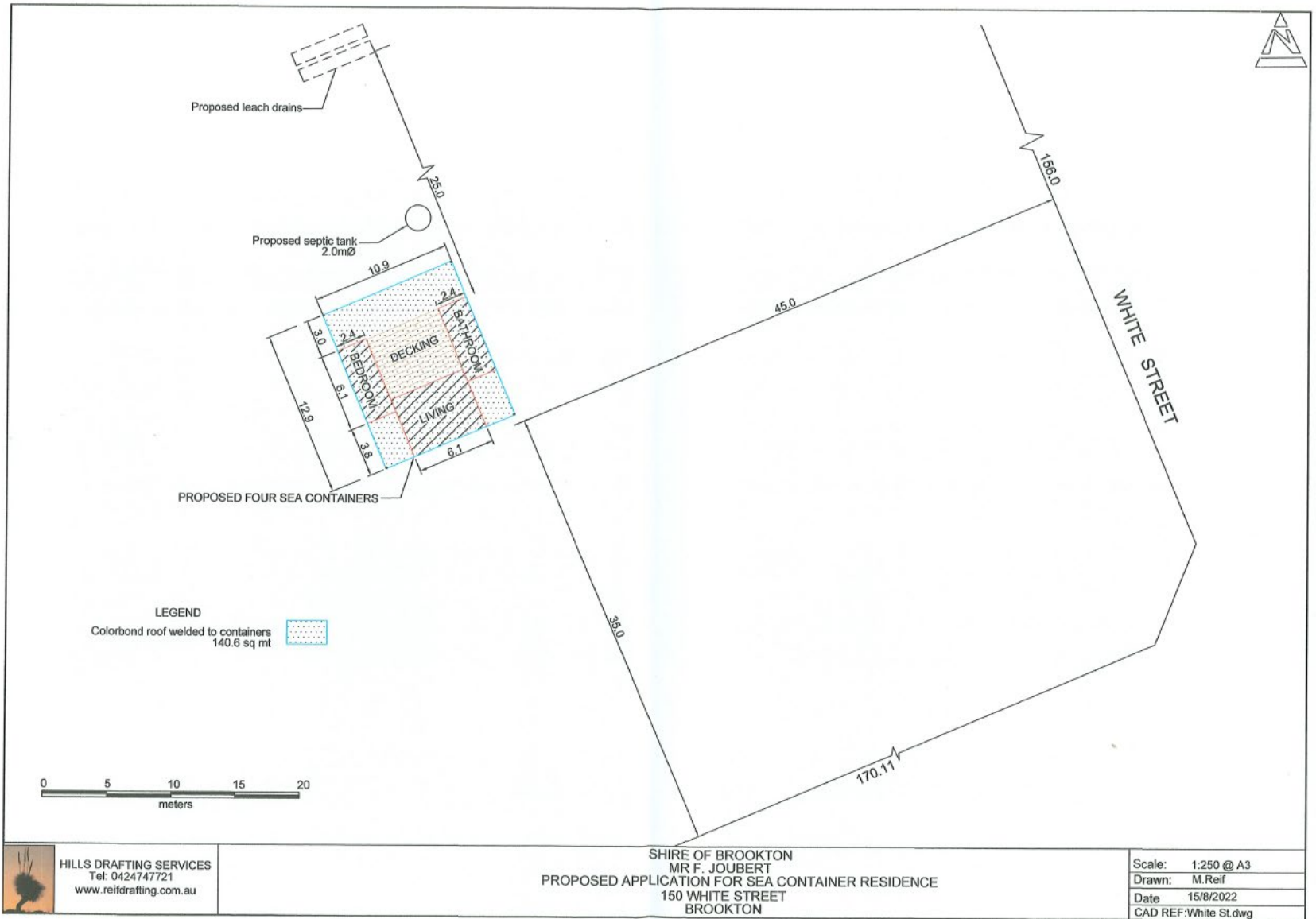
<p>Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use</p>
<p>Description of the proposed works and/or land use: <i>4 x SEA CONTAINERS MADE INTO A TINY HOUSE</i></p>
<p>Description of exemption claimed (if relevant):</p>
<p>Nature of any existing buildings and/or land use: <i>NO BUILDINGS</i></p>
<p>Approximate cost of proposed development: <i>50000</i></p>
<p>Estimated time of completion: <i>1 YEAR.</i></p>
<p style="text-align: center;">CHECK LIST FOR SUPPORTING DOCUMENTS</p> <p>SITE PLANS</p> <ul style="list-style-type: none"> • Electronic delivery – One (1) copy of the site plan with the proposed development at a scale of not less than 1:500 • Hard Copy delivery - Two (2) copies of the site plan with the proposed development at a scale of not less than 1:500 • Scale to be notated • North point • Street Name – Lot number and if appropriate house number • Location of existing and proposed buildings on site • Means of access (crossover, driveway, etc.) <p>HOME OCCUPATIONS, COTTAGE INDUSTRIES or LAND USE APPLICATIONS</p> <ul style="list-style-type: none"> • Details of the proposal • Hours of operation (including operating times during the day and days of operation during the week) • Location of the proposal on site (see Site Plans) • Details of access and parking (see Site Plans) <p>Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Brookton.</p>
<p>OFFICE USE ONLY</p> <p>Lodgment Date: _____ Property Assessment No.: _____</p> <p>Fee Payable: _____ Payment Date: _____ Receipt No: _____</p>



HILLS DRAFTING SERVICES
Tel: 0424747721
www.reidrafting.com.au

SHIRE OF BROOKTON
MR F. JOUBERT
PROPOSED APPLICATION FOR SEA CONTAINER RESIDENCE
150 WHITE STREET
BROOKTON

Scale:	1:100 @ A3
Drawn:	M.Reif
Date:	15/8/2022
CAD REF:	White St.dwg



3.1 RELOCATED SECOND-HAND BUILDINGS

Directorate:	Development			
Statutory Environment:	<i>Planning and Development Act 1995</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Town Planning Scheme No. 4</i> <i>Building Act 2011</i>			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:	Sept 2021	Resolution #:	OCM 09.21-11
Review Date:	June 2023			

Objective:

The primary objectives of this policy are to:

1. To ensure compliance with the relevant provisions of Council's Local Planning Scheme in a manner which is realistic, and which ensures that the relocation of second-hand buildings is undertaken to an approved acceptable standard which pays regard to local amenity and aesthetics.
2. To provide clear standards as to what constitutes an acceptable type of relocated second-hand building to be used for residential purposes.
3. To ensure the style, construction and design of relocated buildings is in keeping with the character of the surrounding buildings and the locality in general.

Policy:

1. Preliminary

Should any part of this Policy be inconsistent with the Local Planning Scheme, the Scheme provisions shall prevail.

Further, this policy does not bind the Council in any respect of any application for Planning Approval, however Council should have due regard to the objectives and provisions of this Policy in determining an application for planning approval.

2. Application

This policy applies to all proposals for the relocation of second-hand buildings (including repurposed buildings) on land situated within the Shire of Brookton.

This policy does not apply to new prefabricated buildings or other new transportable buildings built and re-fitted within an industrial area that have not been previously installed on any other location.

3. Requirement for Planning Approval

3.1. Determination

- Applications for the relocation of second-hand buildings on property within the Shire of Brookton require Council Planning Approval prior to a Building Permit being issued and relocation taking place.
- All applications for the relocation of second-hand buildings will be assessed against this policy prior to a decision being made under the provisions of the Scheme.
- Repurposed Dwelling will not be supported on residential zoned land within the Brookton townsite unless the Council is completely satisfied the final design and presentation accords as a minimum to the existing housing standard and will not be detrimental to the visual amenity and or residential property values in the area.
- In determining the application, Council (or CEO under delegated authority) may approve the application with or without conditions. The Council may also refuse the application should the proposed development not accord with the objectives of this policy.
- Planning approval is valid for a period of two (2) years from the date of approval, during which time a Building Permit must be issued, and development substantially progressed or the approval will lapse.

3.2. Information

All applications for planning approval to relocate a second-hand building must be accompanied by the following prior to consideration:

- Signed and completed Application for Planning Approval Form;
- Photographs clearly showing the four elevations of the building;
- Site plan showing the proposed location of the building and distances from property boundaries, other buildings and any natural features on the property;
- Floor plans, elevations, cross sections, and specifications;
- Certification from a practicing structural engineer that the design and condition of the building is suitable for transportation and re-erection (where the building is a purpose-built transportable building, sufficient documentation proving this will suffice);
- Certification from a registered pest control company that the building is free from termites if of a timber frame construction;
- A statutory declaration that the building is free of hazardous material (including asbestos)
- A Bushfire Attack Level (BAL) assessment if the Building is to be located within a designed Bushfire Prone Area as illustrated on the Department of Fire and Emergency Services mapping website:
<https://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx>

3.3. Need for a Building Permit

Notwithstanding that Council may grant Planning Approval, a Building Permit is generally required to be sought and issued prior to relocation of the building commencing.

3.4. Advertising

An application for a relocated second-hand building within the Brookton townsite may need to be advertised in accordance with Clause 64 of the Planning and Development (Local Planning Scheme) Regulations 2015 where surrounding properties and/or residences may be affected by the relocation of the building taking place.

3.5. Building Inspection

A suitably qualified person (i.e. Structural Engineer or Building Surveyor) is required to inspect the building prior to its relocation in order to ascertain its suitability for relocation.

4. General Provisions

4.1. Minimum Dwelling Standard

If the relocated second-hand building is to be used for residential purposes, the following minimum dwelling standard is required to be provided:

- At least one (1) bedroom separate from the other rooms in the dwelling;
- A lounge/dining area;
- A kitchen; and
- A separate toilet, bathroom & laundry facility.

To be used as a dwelling, the building will be assessed against and must comply with the requirements for Class 1 buildings under the Building Code of Australia.

Buildings that are not designed for predominant use as a dwelling and do not meet the above criteria will not be approved for use as a primary residence.

Mobile park homes will only be considered if the above criteria for minimum dwelling standard is met and the mobile home is consistent with all other relevant requirements of this policy, particularly Section 5.3 relating to amenity.

Second-hand repurposed dwellings (ie dongas) will not be supported within the gazette Brookton townsite.

4.2. Non-Residential Building Standard

Relocated buildings to be used for non-residential purposes will be assessed based upon their suitability for the proposed use, the zone in which they are to be located and against all other relevant provisions of this policy relating to asbestos, amenity and design. If considered necessary, Council will prohibit the use of the building for residential purposes through a condition of approval.

If the relocated building is to be used as an outbuilding, the application will be assessed against the relevant provisions of Council's prevailing Outbuildings Policy.

4.3. Hazardous Materials

Second-hand dwellings must have all hazardous materials (ie asbestos) materials removed prior to relocation taking place. Council will require documentation demonstrating cement sheeting (walls and roof) is hazardous free where the age of the building indicates asbestos hazardous materials may have been utilised in construction.

4.4. Amenity

When giving consideration to an application for planning approval, Council may give consideration to:

- The building in its relocated position being rendered visually acceptable by the use of verandas, screening and / or landscaping;
- The design, scale and bulk of the proposed building being compatible with the type of buildings that exist in the locality in which it is to be located; and
- With respect to the relocation of second-hand buildings within the Brookton Town site, Council may not approve the relocation should the building not be in-keeping to the residential amenity premised on scale, design, materials or general condition.

4.5. Conditions

Council may place a condition(s) on the grant of planning approval if deemed appropriate to ensure the relocated second-hand building meets the objectives of this policy and preserves the amenity of the locality. These conditions may include the following if deemed appropriate by Council:

The exterior of the building being painted in a manner that is consistent with the colours and styles of the surrounding buildings.

- The construction of verandas and / or alterations to the roof pitch and / or materials to ensure the relocated building is consistent with the design of surrounding buildings.
- Other conditions to ensure an individual building meets all relevant Council requirements and policies.

12.10.22.04 DEVELOPMENT APPLICATION – OUTBUILDING

File No:	A289
Date of Meeting:	20 October 2022
Location/Address:	Lot 7 (No. 40) Corberding Road, Brookton
Name of Applicant:	Albert Willmott & Karel Rankin
Name of Owner:	As above
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

To consider a Development Application for an ‘oversize’ outbuilding.

Description of Proposal:

The proposed outbuilding for storage and a carport is 14m long, 4m wide, 3.35m high and has a floor area of 56m². The proposed outbuilding is setback 1m from the northern property boundary and approximately 14m from the eastern boundary. Details provided by the applicant (letter and plans) are attached.

Background:

The site is 2,925m² in area and contains a dwelling and shed. The existing shed has an area of approximately 48m².

The site is zoned ‘Residential R12.5/R25’ under Local Planning Scheme No. 4.

Smaller sheds (outbuildings) are typically exempt from the requirement to obtain development (planning) consent if the total area of the outbuilding(s) is 60m² or below on Residential zoned land.

The floor area of the existing and proposed outbuilding is 104m².

This application is required to be considered by Council given the new outbuilding, when combined with the existing outbuilding, has a total outbuilding area over 75m² for Residential zoned land as referenced in Council’s Policy 3.6 Outbuildings (attached).

Consultation:

The Shire invited comments on this current Development Application from adjoining landowners for 14 days. No comments were received.

Statutory Environment:

The proposed outbuilding is considered ancillary to the approved residential use.

Relevant Plans and Policy:

There may be a need to review aspects of Policy 3.6 Outbuildings including the maximum total area of an outbuilding(s) on Residential zoned land. There is also a need to amend the criteria, outlined in the table for Residential R10 and below, from 10m² to at least 75m² for the maximum total area for all outbuildings on the lot.

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

Financial Implications:

There are no financial implications in relation to this matter other than receipt of the Development Application fee.

Risk Assessment:

There is a medium risk that the applicant may request a review of the Council’s decision to the State Administrative Tribunal.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal aligns with Council’s Strategic Community Plan 2027 including ‘BROOKTON’S population has grown and diversified.’

Comment:

The application requires Council determination given the total outbuilding area of 104m² (existing and proposed outbuilding) exceeds the maximum area of 75m² set out in Council’s Policy 3.6 Outbuildings. Accordingly, this application does not comply with a part of Policy 3.6.

While noting the application is inconsistent on one component of Council Policy 3.6 given it is ‘oversize’, the Development Application is conditionally supported given:

- The application is considered consistent with Design Principle P3 Outbuildings of State Planning Policy 7.3 - Residential Design Codes which states ‘Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.’;
- The outbuilding is not considered to detract from the existing streetscape given the development will be located at the rear of the property;
- There will be no overshadowing issues with neighbouring properties;

- Neighbours raise no objection to the application;
- The proposed development complies with development standards, other than the total floor area, including setbacks;
- The outbuilding is not located in a bush fire prone area; and
- Recommended development conditions and advice can assist to control the use and management of the development.

The proposed outbuilding is recommended for approval, with conditions.

OFFICER'S RECOMMENDATION

That Council grant Development Approval for an outbuilding on Lot 7 (No. 40) Corberding Road, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the outbuilding shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
3. The approved outbuilding is to be used solely for purposes incidental and ancillary to the enjoyment of the dwelling as the approved use for that purpose.
4. The outbuilding is not used for industrial, commercial or habitable purposes.

Advice Notes

- A) The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- B) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- C) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

(Simple majority Vote required)

That Council grant Development Approval for an outbuilding on Lot 7 (No. 40) Corberding Road, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

- 1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.*
- 2. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the outbuilding shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.*
- 3. The approved outbuilding is to be used solely for purposes incidental and ancillary to the enjoyment of the dwelling as the approved use for that purpose.*
- 4. The outbuilding is not used for industrial, commercial or habitable purposes.*

Advice Notes

- A) The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.*
- B) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.*
- C) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.*

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

[Attachment 12.10.22.04A – Location Plan.](#)

[Attachment 12.10.22.04B – Details from applicant.](#)

[Attachment 12.10.22.04C – Policy 3.6 - Outbuildings](#)





LOCAL PLANNING SCHEME NO. 4
APPLICATION FOR DEVELOPMENT APPROVAL

Land Owner Details			
Full Name: <i>Albert Victor Willmott Karel Margaret Rankin</i>			
ABN: (if applicable)			
Postal Address: <i>Seville Grove WA 6112</i>			
Phone	Work:	Home:	Mobile:
Email:			
Contact Person for Correspondence: <i>Albert Willmott</i>			
The Signature of the owner(s) is required on this application in order for it to proceed. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 82(2).			
Signature: <i>[Signature]</i>			Date: <i>6 Sep 2022</i>
Signature: <i>[Signature]</i>			Date: <i>6 Sep 2022</i>

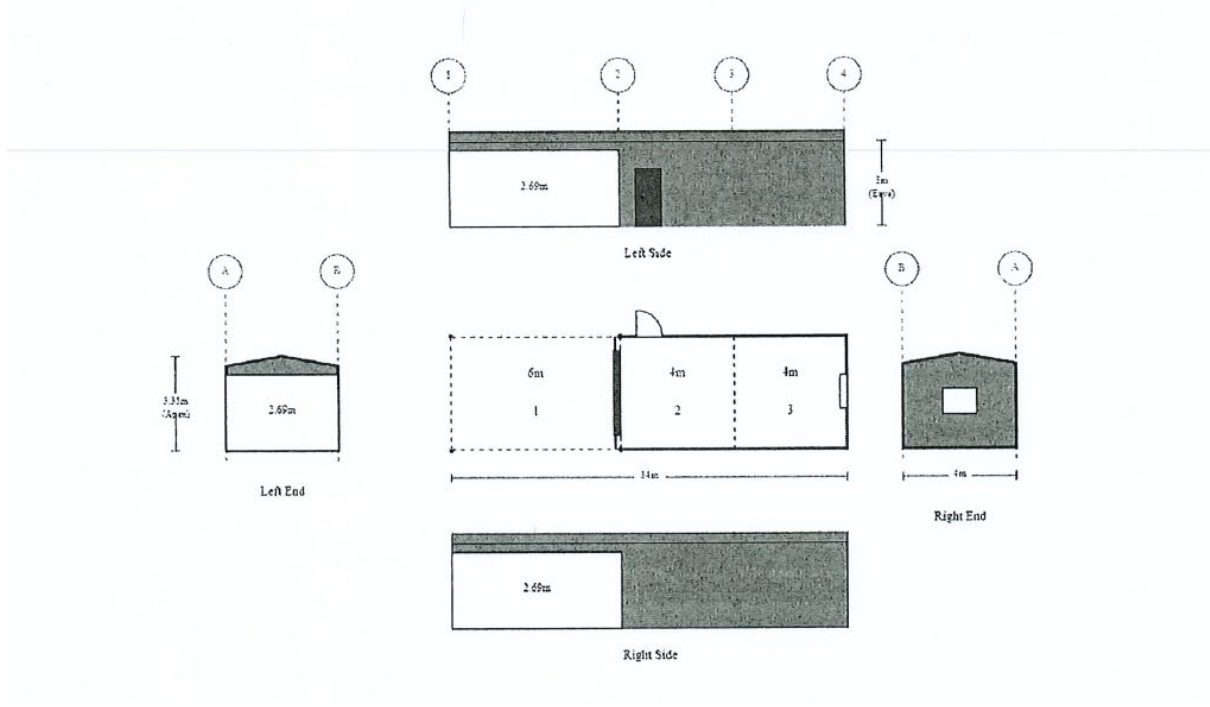
Applicant details (if different from owner)			
Name:			
Address:			
Phone	Work:	Home:	Mobile:
Email:			
Contact Person for Correspondence:			
It is accepted the information and plans provided with this application may be made available by the Local Government for Public viewing.			
Signature:			Date:

Property Details		
Lot No: <i>Lot 7</i>	House/Street No: <i>40</i>	Location No:
Diagram or Plan No: <i>47940</i>	Certificate of Title Vol. No: <i>1405</i>	Folio: <i>269</i>
Title encumbrances (e.g. easements, restrictive covenants, etc): <i>None known</i>		
Street Name: <i>Corberding Rd</i>	Suburb: <i>Brookton WA 6306</i>	
Nearest street intersection: <i>McGrath Rd</i>	<i>Brookton WA 6306</i>	

Proposed Development	
Nature of Development, (Works, Land/Premise Use or Works and Use): <input type="checkbox"/> Works <input checked="" type="checkbox"/> Use <input type="checkbox"/> Works & Use	
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: <i>Shed (Carport)</i>	
Nature of any existing buildings and/or land use: <i>House Shed.</i>	
Approximate cost of proposed development (GST Exclusive): <i>\$19,000</i>	
Estimated time of completion: <i>December 2022</i>	

CHECK LIST FOR SUPPORTING DOCUMENTS	
SITE PLANS	
<ul style="list-style-type: none"> • Electronic delivery – One (1) copy of the site plan with the proposed development at a scale of not less than 1:500 • Hard Copy delivery - Two (2) copies of the site plan with the proposed development at a scale of not less than 1:500 • Scale to be notated • North point • Street Name – Lot number and if appropriate house number • Location of existing and proposed buildings on site • Means of access (crossover, driveway, etc.) 	
HOME OCCUPATIONS, COTTAGE INDUSTRIES or LAND USE APPLICATIONS	
<ul style="list-style-type: none"> • Details of the proposal • Hours of operation (including operating times during the day and days of operation during the week) • Location of the proposal on site (see Site Plans) • Details of access and parking (see Site Plans) 	
Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Brookton.	

OFFICE USE ONLY		
Lodgment Date: _____	Property Assessment No.: _____	
Fee Payable: _____	Payment Date: _____	Receipt No: _____



3.6 OUTBUILDINGS

Directorate:	Development			
Statutory Environment:	<i>Town Planning Scheme No. 4 Planning and Development (Local Planning Schemes) Regulations 2015 State Planning Policy (SPP) 7.3 – Residential Design Codes</i>			
Council Adoption:	Date:		Resolution #:	10.03.09.04
Last Amended:	Date:	Sept 2021	Resolution #:	OCM 09.21-11
Review Date:	June 2023			

Objective:

To provide a guide for the assessment and determination of applications for planning approval for outbuildings (sheds/garages) in all zones.

1. BACKGROUND

Under the Shire of Brookton’s Local Planning Scheme No. 4, Planning Approval is may be required for a shed (outbuilding) in some zones.

The Shire’s Local Planning Scheme has no criteria under which an application for an outbuilding is to be determined. As such, the objective of this policy is to give clarity as to what the development standards are in relation to outbuildings within specific land use zones.

2. OBJECTIVES OF THE POLICY

The primary objectives are to:

- 2.1** Limit the impact of outbuildings by specifying maximum areas and height, location, material colour, landscaping and the like.
- 2.2** Ensure aesthetic and amenity impacts on neighbouring properties are considered when determining outbuilding proposals.
- 2.3** Recognize “Sheds” and “Sea Containers” in the Residential and Commercial zones are defined as outbuildings where the floor area greater than 10m². Outbuildings with a floor area of 10m² or less do not require a Planning Approval or Building Permit.
- 2.4** Recognize that outbuildings that accord to the deemed-to-comply provisions of the Residential Design Codes are exempt from planning approval in accordance with Clause 61; Part 7; Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

3. POLICY

- 3.1** Ablution facilities within outbuildings will only be approved in accordance with this policy for ‘Farming’ zoned allotments of 10 hectares or more in

area to support on farm agricultural activities. In all other circumstances an application for planning approval is to be submitted with accompanying justification for consideration and determination by Council on merit.

- 3.2** The construction of an outbuilding on vacant land in all zones other than the Rural and Rural Smallholdings zones is not permitted without an application for a residence having been approved and construction having first commenced.
- 3.3** Sea containers are only supported as outbuildings for storage purposes in the Residential, Rural Residential, Rural Enterprise, Commercial, and Special Use zones where the applicant can demonstrate the sea container will not have a detrimental impact on the amenity of the property or surrounding area and is not highly visible from the street. Sea containers for storage purposes in General Industry, Light Industry, and Rural zones do not require planning approval.
- 3.4** Within the Residential zone and on lots of less than 2ha in all other Zones, outbuildings other than a carport or garage will not be permitted in the area between the house and the front boundary of the property. Front setbacks for carports and garages in the 'Residential' and 'Commercial' zones will be subject to the *Residential Design Codes* standards.
- 3.5** This Policy does not apply to large scale agricultural, industrial, and commercial buildings that are assessed against the General Development requirements as presented in Table 5; Schedule 1 of Local Planning Scheme No.4.

Zone	CRITERIA			
	Maximum Total area for all outbuildings on the lot (m ²)	Maximum individual area of proposed outbuilding (m ²)	Maximum Wall Height (m)	Maximum Roof height (m)
Residential R10 and above	75	75	3.0	4.0
Residential R10 and below	10	75	3.0	4.0
Rural Residential, Rural Enterprise and Rural smallholding	200	150	3.0	4.0
Rural (below 1 hectare)	100	75	3.0	4.0
Rural (between 1 hectare and 10 hectares)	200	150	3.0	4.0

12.10.22.05 BROOKTON MEMORIAL HALL PROJECT – REVIEW OF DESIGN DEVELOPMENT AND COSTING
--

File No:	COU-0007
Date of Meeting:	20 October 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to review the Design Development and Cost Estimates of the Brookton Memorial Hall Project.

Description of Proposal:

Stephen Carrick Architects (SCA) have completed design development of the proposed upgrade of the Brookton Hall. The design broadly includes:

1. An upgrade of the hall structure including roofing & foundations, refurbish the halls and upgrade the Ag Hall, kitchen, audio visual facilities, air conditioning, etc;
2. An extension at the rear of the current stage to increase the ability of the hall to
3. Installation of an external terrace on the east side of the hall
4. New toilets facilities to meet health regulations;
5. External works including playground, paving, sewerage connections etc.

This design broadly includes all of the specified requests arising through community consultation completed in 2021 and scope of works issued by Council to the architects.

Original Cost Estimates

The original cost estimates completed at the Schematic Design stage in July 2021 are shown in Blue in the *Cost Estimate* table below. The total cost estimate was \$4,778,000.

Design Development Cost Estimate

The completed design is shown at Attachment 12.10.22.05A. The design satisfies the brief provided by the Community to Council and by Council to the SCA.

SCA presented reports from HWA Quantity Surveyors to Shire Councillors and the Memorial Hall Working Group on 25 August 2022. The total cost estimate was \$6,199,000 and is shown in Green in the *Cost Estimate* table below.

The increased cost estimate reflects:

- The significant increases in building costs and prices from the previous cost estimate in July 2021; and
- Improved estimation arising from the progression of the design process.

The cost estimate also separates the probable contractual stages of the project. The five components of a building contract are separately costed, with components that would be separately contracted, including the kitchen and audio visual components, listed separately.

In summary this design and proposal has the following:

Advantages

- Includes all community request
- Expanded Stage area would allow visiting/expanded theatre performances
- Brookton CRC could operate from the Agricultural Hall
- Provides updated kitchen for larger community events

Disadvantage

- Cost is significantly greater than original estimates

The Shire Councillors and the Memorial Hall Working Group were concerned about the significant increase in the cost of the project and Shire of Brookton staff have completed modified assessments of alternative proposals.

Cost Estimates

Trade	Schematic Design Estimate	Design Development Cost Estimates		
		Date of Valuation	7 July 2021	24 August 2022
EXISTING BUILDING	\$1,777,900	\$2,280,000	\$1,940,000	\$1,500,000
EXTENSION TO EXISTING HALL	\$381,800	\$879,000		
NEW COVERED TERRACES	\$180,550	\$211,000	\$211,000	
NEW TOILETS	\$231,150	\$301,000	\$301,000	\$301,000
EXTERNAL WORKS	\$861,600	\$765,000	\$725,000	\$250,000
CONSTRUCTION TOTAL	\$3,433,000	\$4,436,000	\$3,177,000	\$2,051,000
Special Provisions:	\$1,345,000	\$1,270,000	\$1,150,000	\$750,000
PROJECT TOTAL EXCL GST	\$4,778,000	\$5,706,000	\$4,327,000	\$2,801,000
AV & Equipment		\$100,000	\$20,000	\$20,000
Kitchen Fitout		\$188,000	\$150,000	
Accessible Lifts		\$92,000		\$25,000
Electrical Headworks		\$92,000		
External Septic		\$21,000	\$21,000	\$21,000
PROJECT TOTAL EXCL GST	\$4,778,000	\$6,199,000	\$4,518,000	\$2,867,000

Reduction of Specification

Staff have reviewed the cost estimate received on 24 August 2022 to reduce the specification in order to obtain a lower cost of \$4,538,000. In the *Cost Estimate* table this is shown in Orange. The staff work is not an exact cost and should be further explored for any certainty.

This staff estimate has:

Existing Building

- Having all aircon provided split systems
- No requirement for demolition associated with extension

- Reduced stage/electrical works associated with performance Extension
- Removed the whole backstage extension
- New Covered Terrace
 - Left largely unchanged
- New Toilets
 - Left largely unchanged
- External Works
 - Reduced the cost of water connections.

In summary this design and proposal has the following:

Advantages

- Includes some of the community request and would allow the current uses to continue.
- Brookton CRC could operate from the Agricultural Hall
- Provides an indoor area with commercial type kitchen for most larger community events

Disadvantages

- Does not include all of community request
- Stage area does not allow for allow visiting/expanded theatre

Major Reduction of Specification

Staff have adjusted the HWA estimate received on 24 August 2022 to look to obtain a significantly lower cost of \$2,867,000. In the Cost Estimate table this is shown in Brown. The staff work is indicative only and should be further explored for any certainty of cost.

The staff cost estimate has:

Existing Building

- Memorial Hall and kitchen being demolished
- New toilets built to service buildings and outdoor.
- Brookton CRC could operate from the Agricultural Hall
- Agricultural Hall being refurbished and modernised to include CRC.
- Lessor Hall modernised to include a small kitchen/servery to allow self catering (oven, microwave, sink, dishwasher, serving space)
- Requires platform lift to link Agricultural & Lessor Halls

Extension

- Removed the whole backstage extension

New Covered Terrace

- Removed. A terrace will be required to have access from Lessor Hall to ground level on northern side of lessor hall. This

New Toilets

- Similar design, likely in different location

External Works

- Reduce car park - no access off White Street
- Install outdoor public space - park, amphitheatre, small child playground
- Connect to Happy Valley Reticulation
- Artwork to recognise site of Memorial Hall

In summary this design and proposal has the following:

Advantages

- Smaller cost and ongoing maintenance requirement;
- Smaller footprint still can fit most current uses.

Disadvantages

- Is a significantly different proposal to previous community consultation.
- No larger indoor area for community events.
- No large stage area remains for even community performances.
- Only indoor space for small community events
- Will require repeating of design and specification work – This is an additional cost

Background:

As previously reported, the Shire of Brookton is at the 'crossroads' in addressing community need for a Hall, with the existing Memorial (Town) Hall buildings being presently underutilised, and requiring structural rejuvenation, and aesthetic enhancement.

Following an eight (8) week public consultation process to obtain input on the three possible options of:

1. Conserving the Memorial Hall;
2. Adapting the Memorial Hall; or
3. Demolishing and constructing a new hall;

Council selected the Adopting the Memorial Hall option at a Special Meeting on 3rd March 2021.

After refinement of the concept design through discussion with Elected Members, and the project Architects, in May 2021 Council decided:

That Council endorses:

1. The final design 'Option 2b - Memorial Hall Adaptation', as presented in Attachment 12.05.21.01A to this report.
2. Further discussion being entertained on:
 - a) An estimated \$3.43m of funding for 'Option 2b - Memorial Hall Adaptation' for possible inclusion in the 2021-22 and 2022-23 municipal budgets;
 - b) Progression of the schematic design of the Memorial Hall kitchen layout with an allocation of \$5,600 to be included in the 2021-22 budget; and
 - c) Possible inclusion of the cost for the kitchen fit out in the 2022-23 budget.
3. The actions, and indicative timelines, for redevelopment of the Memorial Hall (as provided below) through a possible staged approach should the \$3.43m of funding plus kitchen costs be included in the 2021-22 and 2022-23 budgets.

In March 2022 Council decided:

That Council:

1. confirms endorsement of the final design 'Option 2b - Memorial Hall Adaptation', as included at Attachment 17.03.22.02A: and
2. acknowledges the estimated \$3.43m of funding for 'Option 2b - Memorial Hall Adaptation' for possible inclusion in the future Council budgets and notes significant price increases since preparation of this estimate in 2021;
3. authorises development of the design of the Memorial Hall Adaption Project.

The project design timetable is:

Stage	Scheduled Date	Milestone	Actions
1	15 Mar 2022	Inception Meeting	Held Tuesday 15 th May
2	5 Apr 2022	Schematic Sign Off	Council to review and provide any changes or further requirements
3	12 Apr 2022	Secondary Consultant Engagement	Shire to review consultants and quotations
4	26 Jul 2022	Design Development and Cost Estimate	Shire to have review period following submission of design development
5	4 Oct 2022	Construction Documentation, Specification and Pre-tender estimate	Shire to have review period following submission of contract documentation
6	13 Dec 2022	Tender Process Commences	

Consultation:

This project has involved an eight (8) week public consultation process, involving two (2) public presentations, and an address to Council, by the Architect together with a household letter drop, and promotion of the concept designs through various print, and electronic mediums.

The Officer’s Recommendation supports further consultation.

Statutory Environment:

There is no statutory framework in relation to this matter.

Relevant Plans and Policy:

Public consultation was conducted in accordance Policy 2.41 – Community Engagement.

Financial Implications:

In addition to capital expenditure the Shire is also has operating maintenance requirements for the Brookton Hall. This requirement includes:

Operating Expenditure	2021/22 Actual	2022/23 Budget
Salaries & Wages	2,118	6,721
Cleaning Consumables	1,087	2,174
Consultants/Contractors	645	1,290
Other Contracts & Materials	15,237	30,474
Electricity	1,704	3,408
Water	355	710
Reimbursements Paid	36	0
Property Insurance	4,928	11,800
Works Overheads Allocations	85	7,762
Plant Costs Allocations	0	5,843
Total Expenditure	26,195	70,182

Asset renewal expenditure should generally be in line with depreciation expense over the long term, to ensure the value of the asset is maintained. Depreciation on a Memorial Hall of \$6.2Million Hall would be calculated at \$74,698. This amount should be transferred to a financial reserve for future upgrades.

In 2021/22 Council also received \$1,773 in income from use of the Brookton Hall. This income related to 67 individual hiring events.

Risk Assessment:

There is an almost certain likelihood that the Brookton Hall will deteriorate in condition. While the consequences of the increased deterioration in the short term are minor, without Council addressing the issues, these consequences will increase in severity.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
	Almost Certain	Medium	High	High	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to Council’s Next Generation BROOKTON Corporate Business Plan <2024 – Major Projects that lists ‘Brookton Multipurpose Function Centre – refurbish, Restored or new’, and Corporate Compendium public consultation on the Community Hall designs and costings also aligns to:

Business Function 9 – Asset Management

Action – 9.5 Prepare Asset Management Plan – Memorial Town Hall

Comment

The design development meets all of the requirements of Council’s adaption process for the Memorial Hall endorsed in March 2021.

All the lower cost alternatives are significantly different to the Adaption concept and are more conservation concepts.

There is also potential for further consideration of the demolishing and constructing a new hall concept

Given the significant cost increase since March 2021, it remains open for Council to conduct a short community consultation process to confirm the Brookton communities support for this project at the current cost estimates.

The short Community Consultation proposed in the Officer's Recommendation would involve:

1. Publication through letter drop and social media of a project summary information sheet, identifying:
 - a. the current design and cost estimates;
 - b. potential alternatives as included in this Report to Council;
2. holding a public meeting to discuss the current design;
3. seeking written community input.

This information would be reviewed at the November 2022 Ordinary Council Meeting.

OFFICER'S RECOMMENDATION

That, given the significant cost increase identified in the Memorial Hall Project's current design development process, Council conduct a short community consultation to confirm the community acceptance of the "Memorial Hall Adaptation" design and costings prior to Construction Documentation, Specification and Pre-tender Estimate stage of the project.

Cr Macnab left the Council Meeting at 6:11pm.

Cr Macnab returned to the Council Meeting at 6:13pm.

OCM 10.22-07

COUNCIL RESOLUTION

MOVED Cr Crute

SECONDED Cr Bell

That Council, given the significant cost increase identified in the Memorial Hall Project's current design development process, conduct a short community consultation, prior to going to tender to:

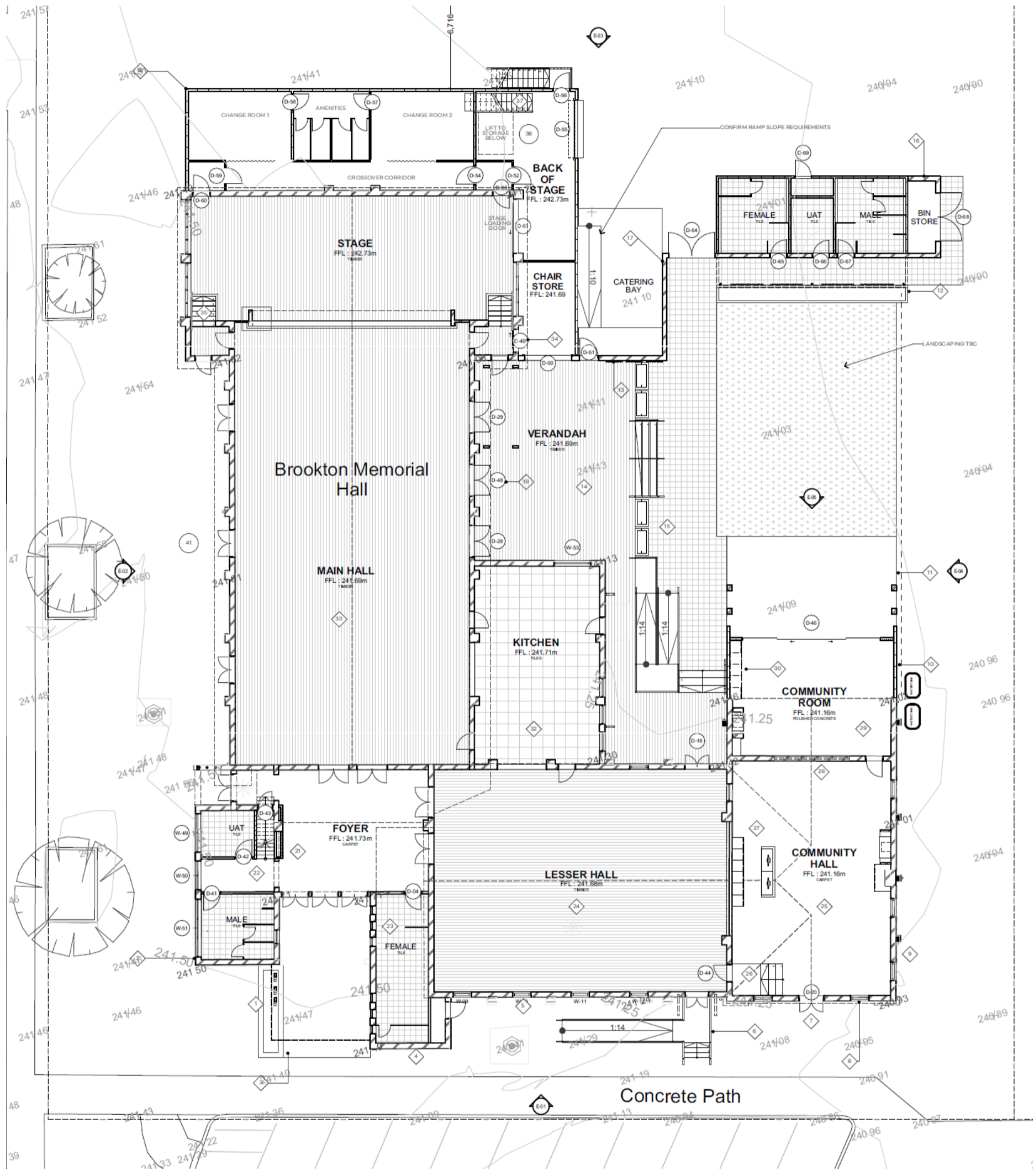
1. ***Inform community of the significant cost increase of the preferred option since the community consultation held in 2021, through***
 - a. ***Publication through letter drop and social media of a project summary information sheet, identifying the current design and cost estimates and potential alternatives;***
 - b. ***A public meeting to discuss the current design on Monday October 31st, 2022.***
2. ***Allow for community feedback to confirm acceptance or otherwise of the "Memorial Hall Adaptation" design and costings through written submissions & an electronic survey.***
3. ***Review the public comment at their November 2022 Ordinary Council Meeting.***

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Council did not resolve the Officer's Recommendation in order to provide greater clarity to the consultation process.

Attachments

Attachment 12.10.22.05A – Brookton Memorial Hall Project – Developed Design



13.10.22 COMMUNITY SERVICES REPORTS

Nil.

14.10.22 CORPORATE SERVICES REPORTS**14.10.22.01 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

File No:	N/A
Date of Meeting:	20 October 2022
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Finance Officer
Authorising Officer:	Deanne Sweeney - Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	31 August 2022

Summary of Item:

The Statement of Financial Activity for period ending 30 September 2022 together with associated commentaries are present for Council's consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30 September 2022, as presented.

Background:

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. December and January's reports are presented in February as Council does not meet in January.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month,

with a major review required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment 14.10.22.01A.

Risk Assessment:

The risk in relation to this matter is assessed as ‘Low’ on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

Responsible financial management is critical to deliver on the Strategic Community Plan.

The Corporate Business Plan determines the local government’s resource allocations which form the construction of the Annual Budget. The financial statements thus measure performance against the Corporate Business Plan by providing comparatives against the Annual Budget.

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services supports the following Business Unit and Functions:

18. Financial Control
 - 18.2 Conduct external/internal audits and reporting
 - 18.4 Review/Manage financial investments
 - 18.5 Process rates, other revenues, timely payments

Comment

The Monthly Financial Reports has been prepared in accordance with statutory requirements.

OFFICER'S RECOMMENDATION

That Council receives the Monthly Statements of Financial Activity for the Period Ended 30 September 2022, in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in Attachment 14.10.22.01A.

(Simple Majority Vote Required)

OCM 10.22-08

COUNCIL RESOLUTION

MOVED Cr Hartl

SECONDED Cr Lilly

That Council receives the Monthly Statements of Financial Activity for the Period Ended 30 September 2022, in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in Attachment 14.10.22.01A.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 14.10.22.01A – Statement of Financial Activity for Period 30 September 2022

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 30 September 2022

TABLE OF CONTENTS

Statement of Financial Activity by Function & Activity

Statement of Financial Activity by Nature & Type

Note 1 - Major Variances

Note 2 - Graphical Representation of Statement of Financial Activity

Note 3 - Net Current Funding Position

Note 4 - Receivables

Note 5 - Cash Backed Reserves

Note 6 - Capital Disposals and Acquisitions

Note 7 - Information on Borrowings

Note 8 - Cash and Investments

Note 9 - Budget Amendments

Note 10 - Trust Fund

Note 11 - Sewerage Operating Statement

Note 12 - WB Eva Pavilion and Gymnasium Operating Statement

Note 13 - Brookton Caravan Park & Acquatic Centre Financial Reports

Note 14 - Road Program

Note 15 - Capital Works Program

Note 16 - Grants

Note 17 - Restricted Funds Summary

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2022

Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) (c)	Var. % (b)-(a)/(b) 9	Var.
	\$		\$	\$	\$	%	
Operating Revenues							
Governance	21,510	21,510	4,371	2,502	(1,869)	(42.77%)	
General Purpose Funding	853,532	853,532	236,185	141,082	(95,103)	(40.27%)	⊖
Law, Order and Public Safety	747,283	747,283	185,740	14,014	(171,726)	(92.46%)	⊖
Health	300	300	75	(6)	(81)	(108.48%)	
Education and Welfare	79,165	79,165	19,788	15,740	(4,048)	(20.46%)	
Housing	133,397	133,397	33,345	31,963	(1,382)	(4.14%)	
Community Amenities	418,023	418,023	405,874	408,128	2,254	0.56%	
Recreation and Culture	46,342	46,342	6,150	5,093	(1,057)	(17.18%)	
Transport	2,138,967	2,138,967	606,911	114,502	(492,409)	(81.13%)	⊖
Economic Services	621,268	621,268	155,310	269,791	114,481	73.71%	⊕
Other Property and Services	18,700	18,700	4,671	3,690	(981)	(21.00%)	
Total (Excluding Rates)	5,078,487	5,078,487	1,658,420	1,006,498	(651,922)	(39.31%)	
Operating Expense							
Governance	(580,714)	(580,714)	(187,106)	(105,665)	81,441	(43.53%)	
General Purpose Funding	(254,060)	(254,060)	(60,381)	(42,043)	18,338	30.37%	⊕
Law, Order and Public Safety	(343,249)	(343,249)	(91,852)	(59,513)	32,339	35.21%	⊕
Health	(41,545)	(41,545)	(10,802)	(7,883)	2,919	27.02%	
Education and Welfare	(179,000)	(179,000)	(46,290)	(29,050)	17,240	37.24%	⊕
Housing	(262,781)	(262,781)	(68,495)	(40,124)	28,371	41.42%	⊕
Community Amenities	(617,820)	(617,820)	(158,213)	(136,717)	21,496	13.59%	⊕
Recreation and Culture	(1,097,996)	(1,097,996)	(265,224)	(138,660)	126,564	47.72%	⊕
Transport	(3,563,077)	(3,563,077)	(897,688)	(340,163)	557,525	62.11%	⊕
Economic Services	(522,546)	(522,546)	(138,214)	(106,085)	32,129	23.25%	⊕
Other Property and Services	(8,318)	(8,318)	(34,072)	652	34,724	101.91%	⊕
Total	(7,471,106)	(7,471,106)	(1,958,337)	(1,005,250)	953,087	48.67%	
Funding Balance Adjustment							
Add back Depreciation	2,890,397	2,890,397	722,562	0	(722,562)	(100.00%)	⊖
Adjust (Profit)/Loss on Asset Disposal	36,710	36,710	9,174	0	(9,174)	(100.00%)	⊖
Correction of SSL78 adjustment	0	0	0	0	0	0.00%	
Adjust (Profit)/Loss on Asset Revaluation	(6,976)	(6,976)	(1,743)	0	1,743	0.00%	
Adjustment (rounding)	0	0	0	1	1	0.00%	
Movement in LG House Trust-Non Cash	0	0	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0	0.00%	
Movement in Non Cash Provisions	0	0	0	0	0	0.00%	
Net Operating (Ex. Rates)	527,512	527,512	430,076	1,248	(430,572)	(100.12%)	
Capital Revenues							
Proceeds from Disposal of Assets	180,500	180,500	45,120	60,500	15,380	0.00%	
Proceeds from New Debentures	600,000	600,000	150,000	0	(150,000)	0.00%	
Self-Supporting Loan Principal	26,140	26,140	0	0	0	0.00%	
Transfer from Reserves	2,347,223	2,347,223	0	0	0	0.00%	
Total	3,153,863	3,153,863	195,120	60,500	(134,620)		
Capital Expenses							
Land and Buildings	(1,497,020)	(1,497,020)	(374,247)	(79,804)	294,443	78.68%	⊕
Plant and Equipment	(842,341)	(842,341)	(210,576)	0	210,576	100.00%	⊕
Furniture and Equipment	(28,900)	(28,900)	(7,224)	0	7,224	100.00%	
Infrastructure Assets - Roads & Bridges	(2,685,905)	(2,685,905)	(671,448)	(18,558)	652,890	97.24%	⊕
Infrastructure Asset - Other	(16,285)	(16,285)	(4,068)	(2,285)	1,783	43.83%	
Infrastructure Assets - Sewerage	(650,000)	(650,000)	(162,498)	0	162,498	100.00%	⊕
Infrastructure Assets - Footpath	0	0	0	0	0	0.00%	
Repayment of Debentures	(167,267)	(167,267)	(25,658)	(25,304)	354	1.38%	
Principal elements of finance lease payments	(1,467)	(1,467)	0	0	0	0.00%	
Transfer to Reserves	(1,256,210)	(1,256,210)	0	(9,754)	(9,754)	0.00%	
Total	(7,145,395)	(7,145,395)	(1,455,719)	(135,704)	1,320,015	90.68%	
Net Capital	(3,991,532)	(3,991,532)	(1,260,599)	(75,204)	1,185,395	(94.03%)	
Total Net Operating + Capital	(3,464,020)	(3,464,020)	(830,523)	(73,956)	754,823	90.89%	
Rate Revenue	2,519,592	2,519,592	2,519,592	2,519,591	(1)	0.00%	
Opening Funding Surplus(Deficit)	944,428	944,428	944,428	944,428	0	0.00%	
Closing Funding Surplus(Deficit)	0	0	2,633,497	3,390,064	754,823		

**RATES SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2023**

BY NATURE OR TYPE

	2022/23 Adopted Budget	2022/23 Current Budget	2022/23 YTD Budget	2022/23 YTD Actual
	\$	\$		\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	944,428	944,428	944,428	944,428
	944,428	944,428		944,428
Revenue from operating activities (excluding rates)				
Operating grants, subsidies and	685,317	685,317	242,921	406,339
Fees and charges	852,164	852,164	509,935	511,240
Interest earnings	41,797	41,797	7,626	19,940
Other revenue	251,859	251,859	60,177	15,019
Profit on asset disposals	6,977	6,977	1,743	0
	1,838,114	1,838,114	822,402	952,538
Expenditure from operating activities				
Employee costs	(2,003,317)	(2,003,317)	(553,569)	(533,083)
Materials and contracts	(2,052,132)	(2,052,132)	(509,908)	(322,220)
Utility charges	(196,100)	(196,100)	(48,957)	(29,107)
Depreciation on non-current assets	(2,890,397)	(2,890,397)	(722,562)	0
Interest expenses	(70,753)	(70,753)	(13,269)	(9,455)
Insurance expenses	(220,653)	(220,653)	(100,640)	(110,298)
Other expenditure	(1,044)	(1,044)	(258)	(1,088)
Loss on asset disposals	(36,710)	(36,710)	(9,174)	0
	(7,471,106)	(7,471,106)	(1,958,337)	(1,005,250)
Operating activities excluded from budget				
(Profit) on asset disposals	(6,976)	(6,976)	(1,743)	0
Loss on disposal of assets	36,710	36,710	9,174	0
Depreciation on assets	2,890,397	2,890,397	722,562	0
Movement in Deferred Pensioner Rates/ESL	0	0	0	0
Movement in employee benefit provisions (non-current)	0	0	0	0
Adjustment (rounding)	0	0	0	1
Movement in LG House Trust-Non Cash	0	0	0	0
Amount attributable to operating activities	(1,768,433)	(1,768,433)	538,486	891,717
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	3,204,793	3,204,793	801,192	14,228
Purchase property, plant and equipment	(2,368,261)	(2,368,261)	(592,047)	(79,804)
Purchase and construction of infrastructure	(3,352,190)	(3,352,190)	(838,014)	(20,843)
Proceeds from disposal of assets	180,500	180,500	45,120	60,500
Proceeds from financial assets at amortised cost - self supporting loans	26,140	26,140	0	0
Amount attributable to investing activities	(2,309,018)	(2,309,018)	(583,749)	(25,919)
FINANCING ACTIVITIES				
Repayment of borrowings	(167,267)	(167,267)	(25,658)	(25,304)
Principal elements of finance lease payments	(1,467)	(1,467)	0	0
Proceeds from new borrowings	600,000	600,000	150,000	0
Transfers to cash backed reserves (restricted assets)	(1,256,210)	(1,256,210)	0	(9,754)
Transfers from cash backed reserves (restricted assets)	2,347,223	2,347,223	0	0
Amount attributable to financing activities	1,522,279	1,522,279	124,342	(35,057)
Budgeted deficiency before general rates	(2,555,172)	(2,555,172)	79,079	830,741
Estimated amount to be raised from general rates	2,555,172	2,555,172	2,554,418	2,559,323
Net current assets at end of financial year - surplus/(deficit)	0	0	2,633,497	3,390,064

Shire of Brookton
Notes To The Statement Of Financial Activity
For the Period Ended 30 September 2022

Explanation Of Material Variances

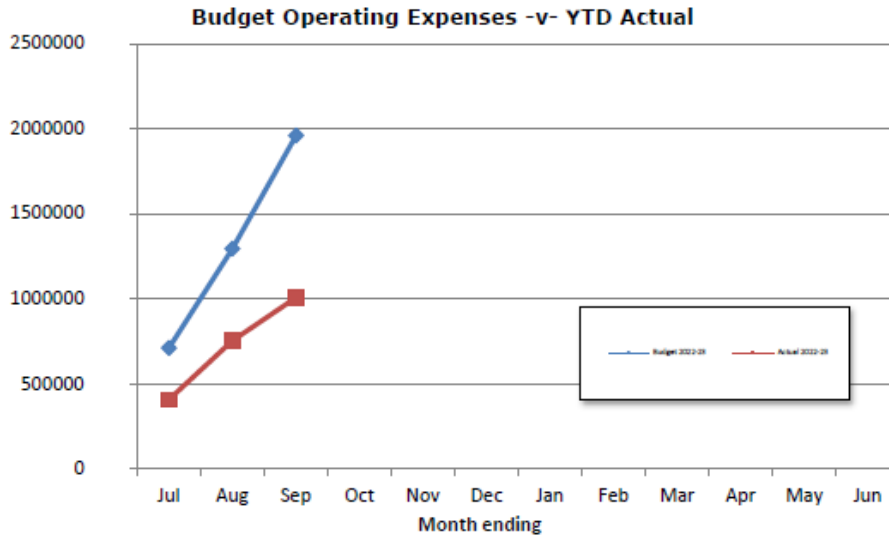
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

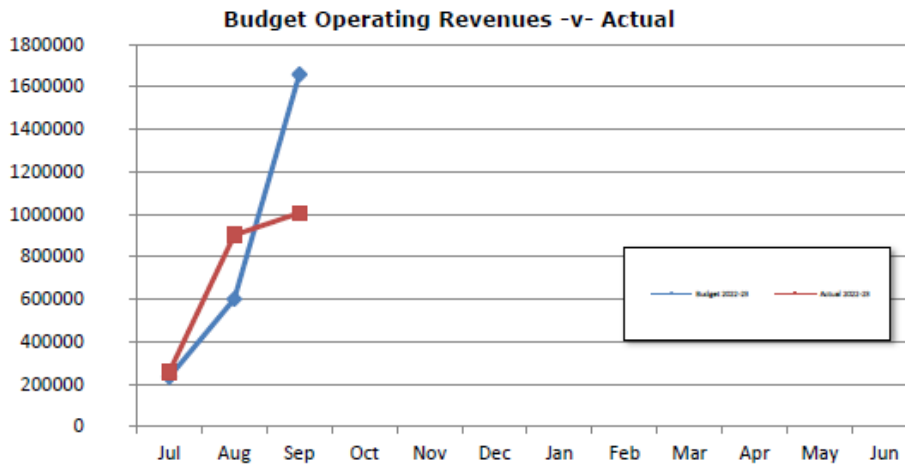
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	(1,869)	(42.77%)		
General purpose funding	(95,103)	(40.27%)	∩	Timing Variance relates to Budget profiling for General & Roads FAGS, LRCI Phase 3 & Wheatbelt Development Commission funding .
Law, order and public safety	(171,726)	(92.46%)	∩	Timing ESL Capital Grant Funding not yet recognised and budget profiling on operating grant.
Health	(81)	(108.48%)		
Education and welfare	(4,048)	(20.46%)		
Housing	(1,382)	(4.14%)		
Community amenities	2,254	0.56%		
Recreation and culture	(1,057)	(17.18%)		
Transport	(492,409)	(81.13%)	∩	Timing The variance realtes to income recongintion on Roads to Recovery, Regional Road Group and Wheatbelt Secondary Freight Grant funding.
Economic services	114,481	73.71%	∩	Timing Variance due to Budget Profiling for funds transferred from Brookton CRC.
Other property and services	(981)	(21.00%)		
Expenditure from operating activities				
Governance	81,441	(43.53%)		
General purpose funding	18,338	30.37%	∩	Timing Variance realtes to Administration Allocation due to limit expenditure YTD.
Law, order and public safety	32,339	35.21%	∩	Timing Variance due to YTD Budget Profiling - Emergency management costs lower than expected and depreciation not yet run for 2022/23.
Health	2,919	27.02%		
Education and welfare	17,240	37.24%	∩	Timing The variance realtes to Independent living units Repairs & Maintenance expenses less than YTD budget , Administration Allocation due to limit expenditure YTD and Depreciation not yet ran for 22/23
Housing	28,371	41.42%	∩	Timing There are a number of factors that relate to the variance with the main drivers being maintenance program on Units not substantially commenced, Administration Allocation due to limited expenditure YTD and Depreciation not yet run for 2022/23.
Community amenities	21,496	13.59%	∩	Timing There are a number of factors that relate to the variance with the main drivers being unexpected Repairs & Maintenance Sewerage System, Administration Allocation due to limit expenditure YTD and Depreciation not yet run for 2022/23.
Recreation and culture	126,564	47.72%	∩	Timing The main variances relate to Depreciation not yet run for 2022/23 and Pool Employee Expenses less than YTD Budget .
Transport	557,525	62.11%	∩	Timing There are a number of factors that relate to the variance with the main driver being depreciation not yet run for 2022/23.
Economic services	32,129	23.25%	∩	Timing The variance relates to CRC Employee costs lower than budget, will self correct & agent and selling fees Lot 104 Avonbank Close will address at Budget Review.
Other property and services	34,724	101.91%	∩	Timing There are a number of variances with the main drivers being Plant Operating costs limited expenditure YTD, Salaries & Wages, depreciation not yet run for 2022/23.
Funding Balance Adjustment				
Add back Depreciation	(722,562)	(100.00%)	∩	Timing Depreciation YTD Budget less than YTD Actuals due to depreciation not yet run for 2022/23.
Adjust (Profit)/Loss on Asset Disposal	(9,174)	(100.00%)		
Correction of SSL78 adjustment	0	0.00%		
Adjust (Profit)/Loss on Asset Revaluation	1,743	0.00%		
Movement in Non Cash Provisions	0	0.00%		
Capital Revenues				
Proceeds from Disposal of Assets	15,380	0.00%		
Proceeds from New Debentures	(150,000)	0.00%		
Self-Supporting Loan Principal	0	0.00%		
Transfer from Reserves	0	0.00%		
Capital Expenses				
Land and Buildings	294,443	78.68%	∩	Timing The varance relates to the Capital Program not yet substantially commenced.
Plant and Equipment	210,576	100.00%	∩	Timing Purchase of Plant & Equipment YTD Actuals less than YTD Budget due to no plant items purchased to date.
Furniture and Equipment	7,224	100.00%		
Infrastructure Assets - Roads & Bridges	652,890	97.24%	∩	Timing The varance relates to the Capital Road Construction Program not yet substantially commenced.
Infrastructure Assets - Sewerage	162,498	100.00%	∩	Timing The variance relates to the Sewerage capital Program not yet commenced.
Infrastructure Assets - Footpath	0	0.00%		
Repayment of Debentures	354	1.38%		
Principal elements of finance lease payments	0	0.00%		
Transfer to Reserves	(9,754)	0.00%		
Rate Revenue	(1)	0.00%		
Opening Funding Surplus(Deficit)	0	0.00%	∩	Timing 21/22 closing surplus Unaudited Annual Financial Report

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 30 SEPTEMBER 2022

Note 3: NET CURRENT FUNDING POSITION

ADJUSTED NET CURRENT ASSETS

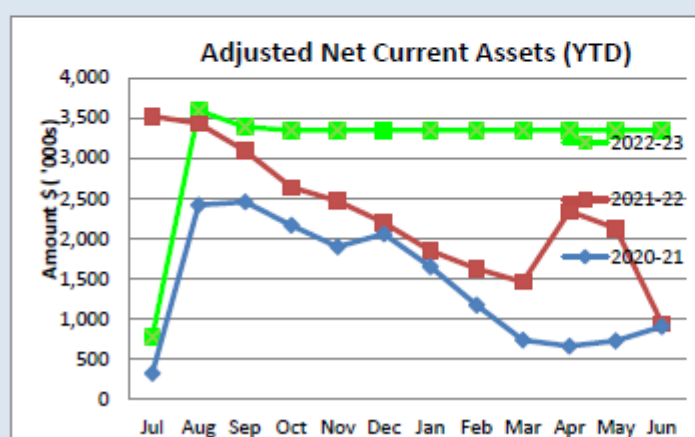
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 30/09/2021	Year to Date Actual 30/09/2022
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,438,705	2,613,567	2,711,782
Cash - Restricted Unspent Grants		0	0	829,044
Cash Restricted - Reserves	5	12,518,616	11,630,938	12,528,370
Cash Restricted - Bonds & Deposits		9,900	12,280	10,650
Receivables - Rates		110,375	779,391	945,061
Receivables - Other		75,062	38,665	64,690
ATO Holding Account		0	0	0
Other Assets Other Than Inventories		0	0	0
Inventories		71,379	234,213	79,548
		14,224,038	15,309,053	17,169,144
Less: Current Liabilities				
Payables		(180,764)	(83,128)	(126,941)
Contract Liabilities	17	(295,020)	0	(829,044)
Bonds & Deposits		(538)	723	(10,053)
Loan and Lease Liability	7	(143,929)	(111,153)	(118,625)
Provisions		(199,079)	(250,465)	(199,079)
		(819,329)	(444,024)	(1,283,741)
Less: Cash Reserves	5	(12,518,616)	(11,630,938)	(12,528,370)
Less: Current assets not expected to be received at end of year				
- Land held for resale		(59,454)	(212,551)	(59,454)
Add Back: Loan and Lease Liability		143,929	111,153	118,625
Less: Loan Receivable - clubs/institutions		(26,140)	(24,414)	(26,140)
Net Current Funding Position		944,428	3,108,281	3,390,064

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$3.39 M

Last Year YTD

Surplus(Deficit)

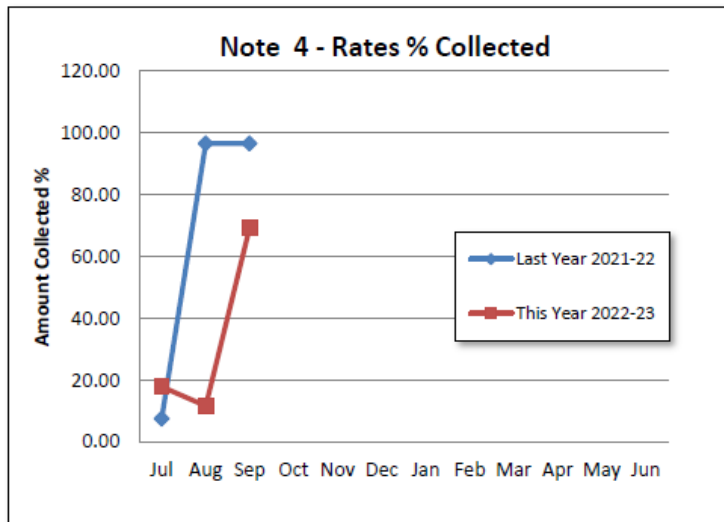
\$3.11 M

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

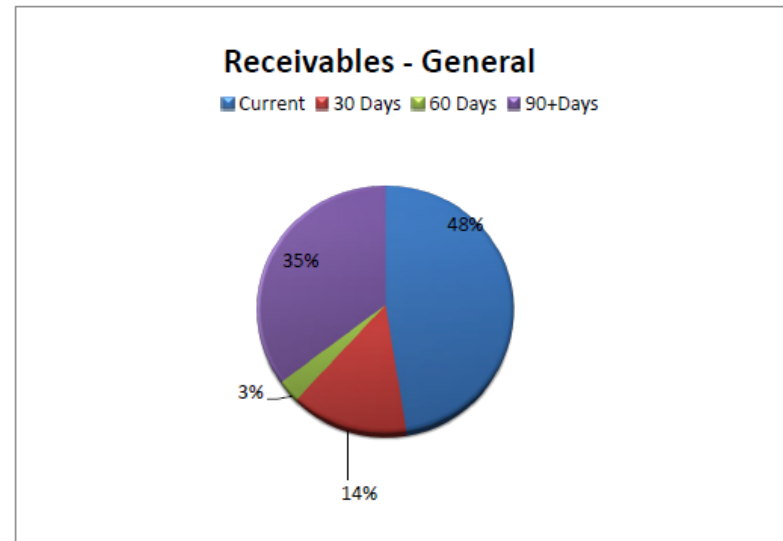
	Current 2022-23	Previous Year 2021-22
	\$	\$
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	110,375	98,570
	2,961,156	2,795,089
<u>Less</u> Collections to date Equals Current Outstanding	939,671	1,301,488
Net Rates Collectable	939,671	1,301,488
% Collected	69.41%	55.02%



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	11,471	3,416	685	8,564
Total Outstanding				24,136

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	138,959	150	133	2,800	0	0	0	141,909	139,109	139,092
Plant and Vehicle Reserve and Community Bus Reserve	458,416	494	439	400,195	0	617,341	0	241,764	458,910	458,855
Land & Housing Development Reserve/Independent Living Units	1,640,520	1,769	1,570	87,971	0	0	0	1,730,260	1,642,289	1,642,090
Furniture and Equipment Reserve	13,584	15	13	30,000	0	17,000	0	26,599	13,599	13,597
Municipal Buildings & Facilities Reserve	607,292	655	581	9,122	0	314,209	0	302,860	607,947	607,873
Townscape and Footpath Reserve	125,231	135	120	1,584	0	0	0	126,950	125,366	125,351
Sewerage Scheme Reserve	510,977	551	489	25,435	0	50,000	0	486,963	511,528	511,466
Road and Bridge Infrastructure Reserve	296,802	320	284	330,938	0	301,489	0	326,571	297,122	297,086
Health & Wellbeing reserve	554,586	598	531	0	0	555,184	0	0	555,184	555,117
Sport & Recreation Reserve	31,667	34	30	0	0	0	0	31,701	31,701	31,697
Rehabilitation & Refuse Reserve	266,081	287	255	4,354	0	0	0	270,722	266,368	266,336
Caravan Park Reserve	354,213	382	339	7,138	0	0	0	361,733	354,595	354,552
Brookton Heritage/Museum Reserve	47,209	51	45	0	0	0	0	47,260	47,260	47,255
Kweda Hall Reserve	18,050	19	17	364	0	0	0	18,433	18,069	18,067
Railway Station Reserve	530,223	572	508	0	0	252,000	0	278,795	530,795	530,731
Madison Square Units Reserve	30,693	33	29	619	0	0	0	31,345	30,726	30,722
Cemetery Reserve	80,748	87	77	820	0	0	0	81,655	80,835	80,825
Water Harvesting Reserve	75,795	82	73	1,370	0	14,000	0	63,247	75,877	75,868
Developer Contribution	2,743	3	3	55	0	0	0	2,801	2,746	2,746
Cash Contingency Reserve	131,745	142	126	2,655	0	0	0	134,542	131,887	131,871
Brookton Aquatic Reserve	481,502	519	461	9,099	0	226,000	0	265,120	482,021	481,963
Future Fund Reserve	4,104,617	4,426	2,434	82,603	0	0	0	4,191,646	4,109,043	4,107,051
Innovations Fund Reserve	2,016,963	2,174	1,196	30,590	0	0	0	2,049,727	2,019,137	2,018,159
Brookton Community Resource fund	0	0	0	215,000	0	0	0	215,000	0	0
	12,518,616	13,498	9,754	1,242,712	0	2,347,223	0	11,427,603	12,532,114	12,528,370

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
26,700	25,000	(1,700)	Governance 2020 Mitsubishi Triton Dual Cab Ute	\$		\$	\$
17,600	15,000	(2,600)	Transport 2018 Mitsubishi Triton MQ3L20 4 X 2 Single Cab - BMO				
50,000	35,000	(15,000)	2010 Isuzu Giga 2 X 2 HP 6 Wheel Tip Body/Water Truck BO437				
52,210	35,000	(17,210)	Isuzu Giga Tip Truck-1CQL067				
10,200	10,000	(200)	2011 Isuzu Tip Truck 4.5 Tonne 1DUD178				
53,524	60,500	6,976	Economic Services Lot 104 - 8 Avonbank Close, Brookton	53,524		60,500	
210,234	180,500	(29,734)		53,524	0	60,500	0

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	YTD Actual	Variance
Property, Plant & Equipment	\$		\$	\$
Land and Buildings	1,497,020	1,497,020	79,804	1,417,216
Plant & Equipment	842,341	842,341	0	842,341
Furniture & Equipment	28,900	28,900	0	28,900
Infrastructure				
Roadworks & Bridge Works & Footpaths	2,685,905	2,685,905	18,557	2,667,348
Other	16,285	16,285	2,285	14,000
Sewerage & Drainage	650,000	650,000	0	650,000
Totals	5,720,451	5,720,451	100,646	5,619,805

Comments - Capital Acquisitions

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 7: INFORMATION ON BORROWINGS

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-22	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					\$		\$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
Self Supporting Loans												
*Loan 82 Country Club Education & Welfare	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	215,828	-	-	26,140	215,828	201,217	653	14,611
Loan 80 Kalkarni Residency Housing	Kalkarni Residence	1/02/2026	25	5.63	63,602	-	5,061	10,264	58,541	60,149	1,423	3,453
Loan 80 Staff Housing Community Amenities	Staff Housing	1/02/2026	25	5.63	104,944	-	8,350	16,935	96,594	99,246	2,501	5,698
Loan 80 Sewerage Transport	Sewerage Extension	1/02/2026	25	5.63	44,521	-	3,543	7,185	40,978	42,104	881	2,417
Loan 80 Grader Recreation and Culture	New Grader	1/02/2026	25	5.63	104,944	-	8,350	16,935	96,594	99,246	2,374	5,698
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	536,706	-	-	65,003	536,706	492,286	1,623	44,420
					1,070,545	-	25,304	142,462	1,045,241	994,248	9,455	76,297
Right of Use	Seabrook Dam										-	810
											9,455	77,107

(* Self supporting loan financed by payments from third parties.
All other loan repayments were financed by general purpose revenue.

Shire of Brookton
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

NOTE 7: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-22	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
						2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$
Self Supporting Loans													
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	168,613	0	0	26,140	0	142,473	168,613	11,272	653
Education & Welfare													
Loan 80 Kalkami Residency	Kalkami Residence	1/02/2026	25	5.63 *	44,707	0	0	10,264	5,061	34,443	39,647	2,375	1,423
Housing													
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	73,766	0	0	16,935	8,350	56,831	65,416	3,918	2,501
Community Amenities													
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	31,295	0	0	7,185	3,543	24,110	27,753	1,662	881
Sewerage	Sewerage Upgrade				0	600,000	0	24,805	0	575,195	0	11,730	0
Transport													
Loan 80 Grader	New Grader	1/02/2026	25	5.63	73,766	0	0	16,935	8,350	56,831	65,416	3,918	2,374
Recreation and Culture													
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	419,296	0	0	65,003	0	354,293	419,296	28,031	1,623
					811,445	600,000	0	167,267	25,304	1,244,178	786,141	62,906	9,455

(*) Self supporting loan financed by payments from third parties.
All other loan repayments were financed by general purpose revenue.

INFORMATION ON LEASES

(b) Lease Repayments

Particulars		Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-22	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
						2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$
Administration													
Re-Use Water Dam LE-03	Seabrook Aboriginal Corporation	1/11/2034	25	3.4	22,018	0	0	1,467	0	20,551	22,018	715	0
					22,018	0	0	1,467	0	20,551	22,018	715	0

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	0.00%	938,622				938,622	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.65%	2,601,879				2,601,879	Bendigo	
Municipal cash Floats	0.00%	350				350		
Muni Cash at Bank - Restricted Cash - Contract Liabilities		(829,044)				(829,044)		
Bond Fund	0.00%		10,650			10,650	Bendigo	
Trust Cash at Bank	0.00%			13,820		13,820	Bendigo	
(b) Term Deposits								
Savings Account	0.65%		5,323,160			5,323,160	Bendigo	
Reserves	1.20%		7,205,211			7,205,211	Bendigo	20/12/2022
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		2,711,808	12,539,021	13,820	10,000	15,274,648		

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 9: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Adopted Budget Net Asset Surplus 30 June 2022		Opening Surplus(Deficit)	\$	\$	\$	\$
							944,428
							944,428
							944,428
							944,428
							944,428
							944,428
							944,428
	Closing Funding Surplus (Deficit)			0	0	0	944,428

- | Classifications Pick List |
|---------------------------|
| Operating Revenue |
| Operating Expenses |
| Capital Revenue |
| Capital Expenses |
| Budget Review |
| Opening Surplus(Deficit) |
| Non Cash Item |

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2022

Note 10: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance For the Period 1 July 2022	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 September 2022
	\$	\$	\$	\$
Public Open Space Contributions	13,820	0	0	13,820
	13,820	0	0	13,820

1. Public Open Space Contribution:

T148 - Paul Webb \$13,820

Contribution to be retained in Trust as required under the Planning and Development Act 2005.

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Program by Nature and Type
For the Period Ended 30 September 2022

Note 11 Sewerage Operating Statement

	2022/23 Adopted Budget \$	2022/23 YTD Budget \$	2022/23 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,690	1,690	472	(1,218)
Annual Sewerage Rates	206,977	206,977	206,977	(0)
	208,667	208,667	207,449	(1,218)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(3,635)	(906)	(339)	567
Materials and Contracts	(58,060)	(14,511)	(35,710)	(21,199)
Utilities	(3,800)	(948)	(1,568)	(620)
Depreciation	(45,534)	(11,379)	-	11,379
Interest Expenses	(14,863)	(7,431)	(881)	6,550
Insurance	(67)	(33)	(32)	1
Allocations/Overheads	(4,311)	(1,074)	(409)	665
Allocation of Administration Expense	(51,299)	(12,822)	(10,102)	2,720
	(181,569)	(49,104)	(49,040)	64
	27,098	159,563	158,409	(1,154)
Add Back Depreciation	45,534	11,384	-	(11,379)
Non-Operating Grants, Subsidies & Contributions	0	0	0	0
Profit on Asset Disposals	0	0	0	0
Loss on Asset Disposals	0	0	0	0
Transfer to Sewerage and Drainage Reserve	(25,986)	(6,497)	0	(6,497)
Transfer from Sewerage and Drainage Reserve	(50,000)	(50,000)	0	(50,000)
NET RESULT	(3,354)	114,450	158,409	(69,029)
Capital Loan Repayments			(3,543)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 September 2022

Note 12 WB Eva Pavilion Operating Statement

NOTE	2022/23 Adopted Budget \$	2022/23 YTD Budget \$	2022/23 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	3,000	750	2,052	1,302
Sporting Club Fees	4,000	1,000	11	(989)
Gymnasium Income	7,020	1,755	2,182	427
	14,020	3,505	4,245	740
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(10,876)	(2,718)	(2,054)	664
Materials and Contracts	(9,645)	(2,406)	(1,183)	1,223
Utilities	(4,200)	(1,047)	(462)	585
Interest Expenses	(31,020)	-	(1,623)	(1,623)
Insurance	(6,122)	(3,061)	(2,955)	106
Allocations/Overheads	(12,671)	(3,165)	(2,118)	1,047
Gymnasium Operating	(14,476)	(3,609)	(653)	2,956
	(89,010)	(16,006)	(11,047)	4,959
	(74,990)	(12,501)	(6,802)	5,699
NET RESULT	(74,990)	(12,501)	(6,802)	5,699
Capital Loan Repayments			0	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 30 September 2022

	Note	Adopted Annual Budget 2022/23	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 13 (a): Brookton Caravan Park						
Operating Revenue		\$	\$	\$	\$	%
Caravan Park Fees		158,000	39,498	46,889	7,391	18.71%
Total Revenue		158,000	39,498	46,889	7,391	18.71%
Operating Expenses						
Brookton Caravan Park	CARAOP MARKOP	(110,255)	(27,878)	(24,217)	3,661	(13.13%)
Brookton Caravan Park		(2,000)	(498)	0		
Caravan Park Depreciation		(8,607)	(2,151)	0	2,151	(100.00%)
Caravan Park Abc Administration Expenses		(30,779)	(7,692)	(6,061)	1,631	(21.20%)
Total		(151,641)	(38,219)	(30,278)	7,443	19.48%
Operating Surplus (Deficit)		6,359	1,279	16,611	14,834	-1160%
Excluding Non Cash Adjustments						
Add back Depreciation		8,607	2,151	0	(2,151)	(100.00%)
Net Operating Surplus (Deficit)		14,966	3,430	16,611	12,683	369.78%
Note 13 (b): Brookton Acquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		13,500	0	4	4	0.00%
Total Revenue		13,500	0	4	4	0.00%
Operating Expenses						
POOL EMPLOYEE COSTS		(85,137)	(23,274)	(10,327)	12,947	(55.63%)
POOL GENERAL OPERATING EXPENSES		(62,705)	(5,649)	(1,165)	4,485	(79.39%)
POOL BUILDING MAINTENANCE		(12,897)	(4,009)	(4,865)	(856)	21.36%
POOL DEPRECIATION		(12,162)	(3,039)	0	3,039	(100.00%)
POOL ABC ADMINISTRATION EXPENSES		(30,779)	(7,692)	(6,061)	1,631	(21.20%)
Total		(203,680)	(43,663)	(22,417)	21,246	48.66%
Operating Surplus (Deficit)		(190,180)	(43,663)	(22,414)	21,249	48.67%
Excluding Non Cash Adjustments						
Add back Depreciation		12,162	3,039	0	(3,039)	(100.00%)
Net Operating Surplus (Deficit)		(178,018)	(40,624)	(22,414)	18,210	44.83%

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 30 September 2022**

Note 14 Road Program

Description	Adopted Annual Budget	YTD Actual	% Completed	Federal Funding			State Funding			Own Source Funding		
				R2R	LRCIP Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni
Town Street Maintenance	269,240	59,204	22%									269,240
Rural Road Maintenance	552,855	209,274	38%									552,855
Bridge Maintenance	93,661	18,750	20%									93,661
R2R Work Schedule												
Richardson Street	13,920	0	0%	13,920								
Wood Loop Road - Drainage	45,000	0	0%	45,000								
Severin Road - Culvert replacement & gravel overlay	26,200	0	0%	26,200								
Glenester Road - Culvert replacement & gravel overlay	47,000	0	0%	47,000								
Other Construction												
Koormong Drive - Drainage	62,523	0	0%									62,523
Lennard Street Reseal - LRCI Phase 3	28,500				28,500							
Copping Road Reseal - Lrci Phase 3	38,100				38,100							
Dangin-Mears Road WBSFN	1,588,445	4,329	0%		1,482,549					105,896		
Reseal Strange Road - LRCI Phase 3	133,400	0	0%		133,400							
Bridge 3154A Davis Road	33,787	0	0%									33,787
Bridge 3143 Yeo Road	38,528	0	0%									38,528
RRG Approved Projects												
Brookton Kweda Road Reconstruct and 2 coat seal to 7m	630,502	0	0%			420,335					195,593	14,574
Total	3,601,661	291,556	8%	132,120	1,682,549	420,335	0	0	0	301,489	0	1,065,168

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 30 September 2022**

Note 15 Capital Works Program

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding						
					Muni	Grants	Reserves	Sale of Assets	Loan	Total Funding	
Townscape - Robinson Road Replace Public Bins	42,000	42,000	0	0%		42,000					42,000
Robinson Road Toilet Upgrade - LRCI Phase 3	55,000	55,000	0	0%		55,000					55,000
Tourist Information Bay Upgrade & Tourist Signage Town Centre	17,000	17,000	0	0%			17,000				17,000
Ablution Facility at Cemetery	40,000	40,000	0	0%		40,000					40,000
Memorial Hall upgrade/construction works	288,209	288,209	76,354	26%			288,209				288,209
Railway Station Fencing, signage & crossing improvements	292,000	292,000	0	0%		40,000	252,000				292,000
Aquatic Centre Improvements	180,000	180,000	0	0%			180,000				180,000
WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AME	573,811	573,811	0	0%		573,811					573,811
Depot Improvements - Walls & Shower in Toilet Area	9,000	9,000	3,450	38%			9,000				9,000
Purchase Furniture & Equipment - Park Furniture & Light Pole LRCI	28,900	28,900	0	0%		28,900					28,900
Admin Purchase MIW Vehicle	50,000	50,000	0	0%			25,000	25,000			50,000
Admin Purchase BMO Vehicle	40,000	40,000	0	0%			25,000	15,000			40,000
Town Cctv Installation - Security & Safety	85,000	85,000	0	0%		85,000					85,000
Purchase P & E - Brookton Swimming Pool	46,000	46,000	0	0%			46,000				46,000
Purchase P&E - Tip Truck Heavy Tandem Axle	236,341	236,341	0	0%			201,341	35,000			236,341
Purchase P&E - Tip Truck Light Single Axle	65,000	65,000	0	0%			55,000	10,000			65,000
Purchase P&E - 2010 Isuzu Giga 2 X 2 Hp 6 Wheel Tip Body/Water	320,000	320,000	0	0%			285,000	35,000			320,000
Oval Renovations	2,285	2,285	2,285	100%	2,285						2,285
High School access to Happy Valley Water	14,000	14,000	0	0%			14,000				14,000
Dangin-Mears Road WBSFN	1,588,445	1,588,445	4,329	0%		1,482,549	105,896				1,588,445
Reseal Strange Road - LRCI Phase 3	133,400	133,400	0	0%		133,400					133,400
Koormong Drive - Drainage	62,523	62,523	0	0%	62,523						62,523
Lennard Street Reseal - LRCI Phase 3	28,500	28,500	0	0%		28,500					28,500
Copping Road Reseal - Lrci Phase 3	38,100	38,100	0	0%		38,100					38,100
Brookton Kweda Road Reconstruct and 2 coat seal to 7m	630,502	630,502	14,228	2%	14,574	420,335	195,593				630,502
Richardson Street - Reseal	13,920	13,920	0	0%		13,920					13,920
Wood Loop Road - Drainage	45,000	45,000	0	0%		45,000					45,000
Severin Road - Culvert replacement & gravel overlay	26,200	26,200	0	0%		26,200					26,200
Glenester Road - Culvert replacement & gravel overlay	47,000	47,000	0	0%		47,000					47,000
Bridge 3154A Davis Road	33,787	33,787	0	0%	33,787						33,787
Bridge 3143 Yeo Road	38,528	38,528	0	0%	38,528						38,528
Upgrade- Refurb/Refining Pipe Network	650,000	650,000	0	0%			50,000		600,000		650,000
Total	5,720,451	5,720,451	100,646		151,697	3,099,715	1,749,039	120,000	600,000		5,720,451

**Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 30 September 2022**

Note 16 Grants

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
Main Roads WA	Regional Road Group	Non Operating	(420,335)	Recurrent	(420,335)	(14,228)	3%
Federal Government	Roads to Recovery	Non Operating	(132,120)	Recurrent	(132,120)	-	0%
LRCI Phase 3	Various projects per LRCI schedule	Non Operating	(555,978)	-	(555,978)	-	0%
DFES	West Brookton Fire Shed	Non Operating	(573,811)	-	(573,811)	-	0%
Wheatbelt Secondary Freight Network	Dangin-Mears Road	Non Operating	(1,482,549)	-	(1,482,549)	-	0%
Department of Infrastructure, Transport, Regional Development & Communications	Railway Station Building Refurbishment	Non Operating	(40,000)	-	(40,000)	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(112,957)	Recurrent	(112,957)	(56,823)	50%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(53,116)	Recurrent	(53,116)	(20,092)	38%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(55,745)	Recurrent	(55,745)	(13,936)	25%
Main Roads WA	Direct Grant	Operating	(98,163)	Recurrent	(98,163)	(100,274)	102%
Department of Industry, Science, Energy and Resources on behalf of the Department of Agriculture, Water and the Environment (Commonwealth)	Queen's Golden Jubilee	Operating	(8,114)	-	(8,114)	-	0%
	Citizenship Ceremony, Australia Day Ceremony & Senior Week Celebrations	Operating	(4,000)	-	(4,000)	-	0%
Department of Primary Industries and Regional Development	CRC Quarterly Funding & TDA funds transferred from Brookton CRC	Operating	(353,222)	Recurrent	(353,222)	(215,214)	61%
Total			(3,890,110)		(3,890,110)	(420,567)	11%

**SHIRE OF BROOKTON
RESTRICTED CASH RECONCILIATION**

Note 17 Restricted Funds Summary

30 September 2022

Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure current year 2022/23	Restricted Funds Remaining
Department of Fire & Emergency Services	Law Order & Public Safety	WBSHEDCAP	286,905.50	0.00	286,905.50
Queen's Golden Jubilee	Recreation & Culture	RECGOP	8,114.00	0.00	8,114.00
Regional Road Group	Transport	BRKWRRG	165,077.00	14,227.92	150,849.08
LRCI Phase 3	Community Amenities	ROBICAP	31,500.00	0.00	31,500.00
LRCI Phase 3	Community Amenities	CEMABLU	30,000.00	0.00	30,000.00
LRCI Phase 3	Community Amenities	ROBABLU	41,250.00	0.00	41,250.00
LRCI Phase 3	Recreation & Culture	E113520	21,675.00	0.00	21,675.00
LRCI Phase 3	Transport	COPRSFC	28,575.00	0.00	28,575.00
LRCI Phase 3	Transport	LENNSFC	21,375.00	0.00	21,375.00
LRCI Phase 3	Transport	STRASFC	100,050.00	0.00	100,050.00
LRCI Phase 3	Law, Order & Public Safety	CCTV	63,750.00	0.00	63,750.00
LRCI Phase 3	Transport	STGAROP	45,000.00	0.00	45,000.00
Sub Total					829,043.58
Total Restricted Grant Funds					829,043.58
Available Cash		GL/Job Account	Interest Rate		Balance
Municipal Bank	Muni Fund Bank	0A011010	0		938,621.86
Municipal Bank	Muni Fund Interest Bearing A/C	0A011010	0.65%		2,601,879.23
Municipal Bank	Till Float	0A011020			350.00
Total Cash					3,540,851.09
Less Restricted Cash					(829,043.58)
Total Unrestricted Cash					2,711,807.51

14.10.22.02 LIST OF PAYMENTS – SEPTEMBER 2022

File No:	N/A
Date of Meeting:	20 October 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Leigh Anderson – Finance Administration Officer - Creditors
Authorising Officer:	Deanne Sweeney - Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	15 September 2022

Summary of Item

The purpose of this report is to present the list of payments for the month of September 2022, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal

To present to Council, the accounts paid under Delegation 1.1, Power to Make Payments.

Background

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13 (1)* schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Consultation

There has been no consultation on this matter.

Statutory Environment

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
 - (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
 - (2) *A list of accounts for approval to be paid is to be prepared each month showing –*
 - (a) *for each account which requires council authorisation in that month –*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*

- (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be –
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Relevant Plans and Policy

The Chief Executive Officer, under relevant delegation, is authorised to make payments.

Financial Implications

No financial implications have been identified at the time of preparing this report.

Risk Assessment

The risk in relation to this matter is assessed as ‘Medium’ on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer’s provide a full detailed listing of payments made in a timely manner.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services support the following Business Unit and Functions:

- 18. Financial Control
 - 18.2 Conduct external/internal audits and reporting
 - 18.5 Process rates, other revenues, timely payments

Comment

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire’s Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provide to Council, where such delegation is made.

Contained within Attachment 14.10.22.02B is a detailed transaction listing of credit card expenditure paid for the period ended 30 September 2022.

OFFICER'S RECOMMENDATION

That Council receives the list of accounts, totalling \$273,215.72 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of September 2022, as contained within Attachment 14.10.22.02A.

(Simple majority vote required)

OCM 10.22-09

COUNCIL RESOLUTION

MOVED Cr Hayden SECONDED Cr Macnab

That Council receives the list of accounts, totalling \$273,215.72 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of September 2022, as contained within Attachment 14.10.22.02A.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 14.10.22.02A – List of Payments for September 2022

Attachment 14.10.22.02B – List of Credit Card Transactions for September 2022

List of Payments for September 2022

Chq/EFT	Date	Name	Description	Amount
EFT13639	16/09/2022	HAROLD BELL	REFUND OF EXTRAORDINARY ELECTION DEPOSIT	\$80.00
EFT13640	16/09/2022	KEIRA MESSENGER	GYM KEY BOND REFUND REC#34990	\$60.00
EFT13641	19/09/2022	3E ADVANTAGE PTY LTD	PRINTING COSTS FOR PHOTOCOPIER BROOKTON CRC & SHIRE ADMIN AUGUST 2022	\$2,899.23
EFT13642	19/09/2022	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	MOB AND DEMOB COSTS FOR WINTER MAINTENANCE GRADER (HIRE)	\$3,283.50
EFT13643	19/09/2022	APV VALUERS AND ASSET MANAGEMENT	45% OF FEE OF ROAD & SEWERAGE INFRASTRUCTURE ASSESTS COMPONENT - DRAFT REPORT AS PRE-REVISED QUOTE DATED 8 MARCH 2022	\$14,055.53
EFT13644	19/09/2022	AUSTRALIA POST	POSTAGE COSTS FOR THE PERIOD 1/08/22-31/08/2022	\$902.75
EFT13645	19/09/2022	B & N EYRE BROOKTON NEWSAGENCY	VARIOUS PURCHASES FOR STATIONERY & NEWSPAPERS - AUGUST 2022	\$491.19
EFT13646	19/09/2022	BEDFORD ARMS HOTEL	COUNCIL CATERING DINNERS FOR AUGUST COUNCIL MEETING	\$221.00
EFT13647	19/09/2022	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH FAIR VALUE REVALUATION OF ASSETS 8.5 HOURS	\$2,351.25
EFT13648	19/09/2022	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL - RECORDS ADMINISTRATION OFFICER	\$150.00
EFT13649	19/09/2022	BORAL CONSTRUCTION MATERIALS GROUP LTD	2 X ASPHALT BITUPACK 1000KG BAG FOR ROAD MAINTENANCE	\$176.00
EFT13650	19/09/2022	BROOKTON DELI	REFRESHMENTS FOR 2 X BUSH FIRE AWARE TRAINING DAYS	\$512.50
EFT13651	19/09/2022	BROOKTON HISTORICAL SOCIETY	ANNUAL MAINTENANCE CONTRIBUTION FOR THE 2022/2023 FINANCIAL YEAR AS PER SIGNED LEASE AGREEMENT	\$2,145.48
EFT13652	19/09/2022	BROOKTON PLUMBING	CARAVAN PARK - PUMPOUT SEWERAGE TANK NEAR RETICULATED LAWN	\$1,666.01
EFT13653	19/09/2022	BROOKTON PROFESSIONAL SERVICES CENTRE	PORTION OF SHIRE RATES FOR 22/23 AS PER LEASE AGREEMENT	\$1,534.00
EFT13654	19/09/2022	BROOKTON TYRE SERVICE	REPAIR WINDSCREEN CHIP PT10, WINDSCREEN REPLACEMENT PT15 & PT14 PLUS SITE TRAVEL	\$2,308.63
EFT13655	19/09/2022	CE HARTL	1ST QUARTER 2022 - COUNCILLOR PAYMENT, COUNCILLOR SITTING FEES & TRAVEL EXPENSES	\$556.80
EFT13656	19/09/2022	CHARLENE HAYDEN	1ST QUARTER 2022 - COUNCILLOR PAYMENT, COUNCILLOR SITTING FEES	\$400.00
EFT13657	19/09/2022	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$190.58
EFT13658	19/09/2022	COLAS	4 X DRUMS CRS EMULSION - ROAD MAINTENANCE	\$1,166.00
EFT13659	19/09/2022	COTERRA ENVIRONMENT	LOT 19556 KWEDA NORTH ROAD NATVIE VEGETATION CLEARING PERMIT AVOIDANCE & MITIGATION CORRESPONDENCE & LIAISON WITH DWER	\$1,003.20

Chq/EFT	Date	Name	Description	Amount
EFT13660	19/09/2022	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	SEWERAGE TREATMENT WORKS - SUPPLY AND INSTALL 2 X SUBMERSIBLE PUMPS FOR TREATMENT POND, CONTINUAL PUMPING OUT OF PUMP STATION TANK DURING BREAKDOWN OF PUMPS, SUPPLY AND INSTALLATION OF 3 PHASE PUMP TO FACILITATE THE PUMPING OF EFFLUENT TO THE TREATMENT POND.	\$33,360.80
EFT13661	19/09/2022	FULL CIRCLE DESIGN SERVICES	BROOKTON MEMORIAL HALL - SECTION J & ESD DD GENERAL ESD & GREEN STAR EQUIVALENCY - CONTRACT DOCUMENTATION & SECTION J COMPLIANCE - CONTRACT DOCUMENTATION	\$5,500.00
EFT13662	19/09/2022	FULLPOWER ELECTRICS (WA) PTY LTD	SEWERAGE TREATMENT WORKS - CHANGE EFFLUENT TREATMENT PUMP TIMING TO FACILITATE HIGHER PUMP RATE	\$1,439.93
EFT13663	19/09/2022	G & M DETERGENTS AND HYGIENE SERVICES	VARIOUS CLEANING PRODUCTS FOR ADMINISTRATION CENTRE, WB EVA PAVILION, SHIRE DEPOT, PUBLIC TOILETS ROBINSON ROAD & CARAVAN PARK	\$570.80
EFT13664	19/09/2022	GEOFABRICS AUSTRALIA PTY LTD	GEO FABRIC FOR COPPING RD, WITHALL ST, AND ALL OTHER ROAD MAINTENANCE. BIDIM GREEN FILTERWRAP 2.00M X 50MX6 OFF	\$627.00
EFT13665	19/09/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD STATEMENT AUGUST 2022	\$949.86
EFT13666	19/09/2022	GREAT SOUTHERN WASTE DISPOSAL	DOMESTIC RUBBISH COLLECTION - 448 HOUSEHOLDS 25/07/22- 29/07/2022, RECYCLING COLLECTION 333 HOUSEHOLDS 11/08/2022 & 25/08/2022, BROOKTON LANDFIL SITE 27 LABOUR HRS 25/07/22- 29/07/2022, BROOKTON LANDFIL SITE 3 MACHINE HRS 25/07/22- 29/07/2022, BULK WASTE & RECYCLING COLLECTION - 6 BINS OF WASTE 15/08/2022, BULK WASTE & RECYCLING COLLECTION - 7 BINS OF CARDBOARD 15/08/2022	\$16,602.30
EFT13667	19/09/2022	HERSEY SAFETY PTY LTD	MIXED MAGIC TREES, 15KG BAG OF RAGS, HEAVY DUTY WD LUBE, TREBLEX X 2, 1600 TSUNAMI CLEAR SAFETY GLASSES PRO X 12, SAVANNAH TINT SAFETY GLASS X12, P2 DUST MASKS PRO X 1, PRO RIGGER GLOVE LGEX 12 & FREIGHT	\$694.72
EFT13668	19/09/2022	HW & ASSOCIATES	PREPARE A DESIGN DEVELOPMENT COST ESTIMATE FOR MEMORIAL HALL	\$3,960.00
EFT13669	19/09/2022	INVARION RAPIDPLAN PTY LTD	TRAFFIC MANAGEMENT PLAN PROGRAM - RAPID LICENSE FOR DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK	\$1,098.90
EFT13670	19/09/2022	JES-KY BUILDING AND SUPPLIES	SEWERAGE TREATMENT WORKS - NUMEROUS EFFLUENT PUMPOUTS TO CONTAIN PUMP TANK LEVELS DURING SUBMERSIBLE PUMP FAILURES.	\$6,633.00

Chq/EFT	Date	Name	Description	Amount
EFT13671	19/09/2022	KATRINA LOUISE CRUTE	1ST QUARTER 2022 COUNCILLOR SITTING FEE & PRESIDENTS & DEPUTY ALLOWANCE	\$2,275.00
EFT13672	19/09/2022	KENNEDYS TREE SERVICES	CANCELTION OF BOOKING CHALET BOOKINGS 21/09/2022 - SALMON GUM, SHEAOAK & WANDOO	\$515.00
EFT13673	19/09/2022	KINGS PARK FASHIONS	CANCELTION OF BOOKING 11/10/22-13/10/22 WANDOO CHALET	\$370.00
EFT13674	19/09/2022	LANDGATE (DOLA)	GOSS RENTAL VALUATIONS CHARGABLE SCHEDULE NO G2022/3 DATED 16/04/22-24/06/22	\$71.80
EFT13675	19/09/2022	LES VIDOVICH	REIMBURSEMENT OF TELSTRA EXPENSES AS PER MIW EMPLOYMENT CONTRACT - 3/08/22-02/09/2022	\$80.27
EFT13676	19/09/2022	LGRCEU	PAYROLL DEDUCTIONS	\$174.50
EFT13677	19/09/2022	MARILYN GAIL MACNAB	1ST QUARTER 2022 - COUNCILLOR PAYMENT, COUNCILLOR SITTING FEES & TRAVEL EXPENSES	\$1,065.52
EFT13678	19/09/2022	NEIL WALKER	1ST QUARTER 2022 - COUNCILLOR PAYMENT, COUNCILLOR SITTING FEES, PRESIDENTS & DEPUTY ALLOWANCE, COUNCILLOR TRAVEL EXPENSES	\$1,030.95
EFT13679	19/09/2022	OFFICE OF THE AUDITOR GENERAL	FINAL ACQUITTAL AUDIT REPORT LRCI PHASE 1 PROGRAM	\$1,320.00
EFT13680	19/09/2022	OFFICEWORKS BUSINESS DIRECT	20 BOXES A4 PAPER & DELIVERY FEE	\$693.36
EFT13681	19/09/2022	RESONLINE	SHIRE OF BROOKTON CARAVAN PARK ONLINE BOOKING SYSTEM JULY 22 TO JUNE 23 - AUGUST 2022 CHARGE	\$242.00
EFT13682	19/09/2022	ROYAL LIFE SAVING	ANNUAL LIFEGUARD REQUALIFICATION - AQUATIC CENTRE COORDINATOR	\$159.00
EFT13683	19/09/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$60.00
EFT13684	19/09/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$480.00
EFT13685	19/09/2022	TAMARA LILLY	1ST QUARTER 2022 - COUNCILLOR PAYMENT, COUNCILLOR SITTING FEES	\$700.00
EFT13686	19/09/2022	TESG TOTAL ESSENTIAL SERVICES GROUP PTY LTD	STAGE 3 FSR BROOKTON MEMORIAL HALL FIRE ENGINEERING - PREPARE FIRE SAFETY ENGINEERING REPORT	\$8,250.00
EFT13687	19/09/2022	TUTT BRYANT EQUIPMENT	PR8 2012 BOMAG BW25RH MULTI WHEEL ENGINE OIL, FUEL PRE FILTER, FUEL FILTER, ELEMENT AIR OUTER, ELEMENT AIR SAFETY	\$416.41
EFT13688	19/09/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES INCLUDING TRAVEL 23/08/22 & 1/09/2022	\$627.00
EFT13689	19/09/2022	WATER CORPORATION OF WA	STANDPIPE USAGE CHARGES & SERVICE FEE - 12/07/22-31/10/22	\$533.36
EFT13690	19/09/2022	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE PERIOD 26/07/2022 - 25/08/2022	\$49.20
EFT13691	20/09/2022	ATO	AUGUST 2022 BAS RETURN	\$9,919.00
EFT13692	29/09/2022	AGI BURMAS	BOND: U2/28 WILLIAMS ST RECEIPT 20663	\$538.40
EFT13693	29/09/2022	NIKHIL ELLICKAL RAJU	BOND GYM KEY RETURNED	\$60.00
EFT13694	29/09/2022	RON MCGUIRE	BOND: HIRE OF WB PAVILLION RECEIPT 36679	\$250.00
960.1	01/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.82
960.1	02/09/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$515.77

Chq/EFT	Date	Name	Description	Amount
960.1	02/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.65
961.1	06/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.03
961.1	08/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.33
961.1	09/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.18
962.1	12/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.46
963.1	13/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.90
964.1	14/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.18
964.1	15/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.98
966.1	21/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$16.55
966.1	23/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.44
967.1	27/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.99
968.1	28/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.65
969.1	29/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.72
970.1	30/09/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.28
DD6259.1	06/09/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$307.13
DD6259.2	06/09/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$841.69
DD6259.3	06/09/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$94.84
DD6259.4	06/09/2022	MACQUARIE SUPER ACCUMULATOR	PAYROLL DEDUCTIONS	\$186.00
DD6259.5	06/09/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$89.83
DD6259.6	06/09/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$346.45
DD6259.7	06/09/2022	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$6,037.11
DD6259.8	06/09/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$878.94
DD6259.9	06/09/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$691.34
DD6274.1	07/09/2022	SYNERGY	TO REVERSE CANCELLED DIRECT DEBIT PAYMENT DD6202.2	-\$89.66
DD6276.1	07/09/2022	SYNERGY	TO REVERSE CANCELLED DIRECT DEBIT PAYMENT DD6202.2 - INCORRECT POSTING	\$179.32
DD6288.1	14/09/2022	SHIRE OF BROOKTON - MASTERCARD - CEO	CREDIT CARD STATEMENT FOR THE MONTH OF AUGUST 2022	\$4.00
DD6288.2	14/09/2022	SHIRE OF BROOKTON - MASTERCARD - CESM	CREDIT CARD STATEMENT FOR THE MONTH OF AUGUST 2022	\$4.00
DD6288.3	14/09/2022	SHIRE OF BROOKTON - MASTERCARD - MCC	CREDIT CARD STATEMENT FOR THE MONTH OF AUGUST 2022	\$477.95
DD6288.4	14/09/2022	SHIRE OF BROOKTON - MASTERCARD - MIE	CREDIT CARD STATEMENT FOR THE MONTH OF AUGUST 2022	\$325.00
DD6292.1	20/09/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$301.73
DD6292.2	20/09/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$841.69
DD6292.3	20/09/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$94.84

Chq/EFT	Date	Name	Description	Amount
DD6292.4	20/09/2022	MACQUARIE SUPER ACCUMULATOR	PAYROLL DEDUCTIONS	\$148.80
DD6292.5	20/09/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$89.83
DD6292.6	20/09/2022	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$54.60
DD6292.7	20/09/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$355.63
DD6292.8	20/09/2022	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$6,017.08
DD6292.9	20/09/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$878.94
DD6295.1	19/09/2022	TELSTRA CORPORATION	TELSTRA MONTHLY CHARGES ADMIN, CRC & ROAD CLOSURE WET WEATHER SMS	\$938.05
DD6298.1	23/09/2022	SYNERGY	ENERGY SUPPLY 184 STREETLIGHTS 25/07/22 - 24/08/22	\$3,686.08
DD6300.1	21/09/2022	TELSTRA CORPORATION	TELSTRA MOBILE ACCOUNT CHARGES	\$775.93
DD6305.1	28/09/2022	WATER CORPORATION OF WA	U4/28 WILLIAMS ST WATER SERVICE CHARGES 1 SEPT - 31 OCT	\$945.40
DD6259.10	06/09/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$50.00
DD6259.11	06/09/2022	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,169.42
DD6259.12	06/09/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$291.27
DD6259.13	06/09/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$283.80
DD6292.10	20/09/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$732.79
DD6292.11	20/09/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$50.00
DD6292.12	20/09/2022	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,035.54
DD6292.13	20/09/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$291.27
DD6292.14	20/09/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$331.09
PAYRUN *1090	06/09/2022	SALARIES & WAGES	WEEK 10 - PPE 06/09/2022	\$52,696.22
PAYRUN *1092	20/09/2022	SALARIES & WAGES	WEEK 12 - PPE 20/09/2022	\$52,714.12
			PAYMENTS TOTAL	\$273,215.72



List of Credit Card Transactions Paid in September 2022

Shire of Brookton - Bendigo Bank Mastercard – MIE

Direct Debit	Date	Description	Amount
DD6288.4	14/09/2022	BLUE DOG TRAINING - WHITE CARD - P SYNGE	59.00
		BUNNINGS AGI PIPE SLOTTED VINDEKX 100MM 20M SOCKED X 2 FOR WITHALL STREET	262.00
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$325.00

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD6288.2	14/09/2022	BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$4.00

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD6288.3	14/09/2022	HARVEY NORMAN DYSON V7 STICK VACUUM FOR CARAVAN PARK	473.95
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$477.95

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD6288.1	14/09/2022	BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$4.00

15.10.22 GOVERNANCE REPORTS**15.10.22.01 REVISED APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES AND ADVISORY GROUPS FOR 2022-2023 FOLLOWING EXTRAORDINARY ELECTION**

File No:	ADM 0684
Date of Meeting:	20 October 2022
Location/Address:	14 White Street, Brookton WA 6306
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Sandie Spencer - Executive Governance Officer
Authorising Officer:	Gary Sherry - Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previous Report:	Nil

Summary of Item:

With the completion of the recent Extraordinary Election a review of the appointment of Elected Members to Committees of Council, Shire of Brookton Advisory Groups and delegates to organisations, positions and committees to which Council has membership or representation.

Description of Proposal:

Council is required to review the selection of Elected Members to Council's committees at least once each election cycle. While Council did so after the October 2021 election, with the resignation of Cr Watts a review of all appointments is recommended

Background:

In October 2021 Council made the appointments to committees and

No.	Council Committee	Role/Authority	Council Representative/ Delegate
1	Audit and Risk Committee	Advisory	Cr Crute Cr Walker Cr Macnab Mr E. Pech Ms B. Mitchell
2	Employment Committee	Delegated authority pursuant to Section 5.16 of the Local Government Act, 1995	Cr Crute Cr Walker Cr Watts Cr Hartl
3	Bushfire Advisory Committee	Advisory	Cr Crute - Chair Cr Lilly
4	Local Emergency Management Committee	Advisory	Cr Crute - Chair Cr Macnab
5	Community Enterprise Advisory Reference Group	Advisory	Cr Crute - Chair Cr Hartl - Deputy Chair

No.	Council Committee	Role/Authority	Council Representative/ Delegate
			Cr Hayden Cr Watts
6	Business and Economic Advisory Reference Group	Advisory	Cr Crute - Chair Cr Walker - Deputy Chair Cr Lilly Cr Macnab
7	Brookton Recreation Advisory Group	Advisory	Cr Hartl - Chair Cr Watts
8	Brookton Natural Resource Management Group	Advisory	Cr Lilly - Chair Cr Hayden
9	WALGA Central Country Zone	Representative	Cr Crute Cr Walker Cr Lilly - Proxy
10	WALGA AGM (Voting)	Representative	Cr Crute Cr Walker
11	MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	Representative	Cr Crute Cr Lilly - Proxy
12	Brookton District High School Board	Representative	Cr Lilly
13	Yenyenning Lakes Management Group	Representative	Cr Macnab
14	Regional Joint Development Assessment Panel (JDAP)	Representative	Cr Walker Cr Lilly Cr Watts - Proxy Cr Macnab - Proxy

A review of some of the committees and delegates that Council participates in may be appropriate.

No.	Council Committee	Role/Authority
1	Audit and Risk Committee	<p>This is a legislatively required Committee to oversee Council's audit process and risk management. This committee will be the subject of future legislative amendment in the very near future.</p> <p>Minimum of 3 Elected Members and 2 External Representatives, one being a CPA</p> <p>The Committee meets as required but this is always at least 3 times per year. The Committee makes recommendations to Council.</p>
2	Employment Committee	<p>The committee is responsible for overseeing employment relationship with CEO. This includes performance and salary review.</p> <p>This committee has Delegated Authority to make decisions binding of Council.</p>

No.	Council Committee	Role/Authority
		The Committee would normally meet annually
3	Bushfire Advisory Committee (BFAC)	<p>An advisory committee to oversee fire prevention, fire management and recommended on Council policy relating to the Bush Fires Act.</p> <p>Currently the committee meets 3 times per year.</p>
4	Shire of Brookton Local Emergency Management Committee	<p>This committee acts in accordance with the Emergency Management Act 2005 to manage and organise the Brookton community's emergency preparation and response</p> <p>Currently the committee meets 4 times per year.</p>
5	Community Enterprise Advisory Reference Group (CEARG)	<p>The CEARG operates under the auspice of Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives.</p> <p>Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key community representatives</p> <p>The Terms of Reference for this Advisory Group is subject to review by Council</p>
6	Business and Economic Advisory Reference Group (BEARG)	<p>The purpose of this Group is to co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community.</p> <p>Such projects are listed in the Shire of Brookton Corporate Business Plan, and may also be identified through the 'Innovations Pathway' and the BROOKTON Book of Initiatives</p> <p>The Terms of Reference for this Advisory Group is subject to review by Council</p>
7	Brookton Recreation Advisory Group (BRAG)	<p>The BRAG seeks to ensure the WB Eva Pavilion and Brookton Oval is appropriately maintained and accessible for all users and utilised by a broad range of community and private users.</p> <p>The Terms of Reference for this Advisory Group is subject to review by Council</p>
8	Brookton Natural Resource Management Group (BNRMG)	<p>This Group was initially formed under the banner of Regenerative Farming, but amended by Council to Natural Resource Management as a broader scope of function to investigate and make recommendations as well as co-ordinate and oversee environmental community projects, as endorsed by Council.</p>

No.	Council Committee	Role/Authority
		The Terms of Reference for this Advisory Group is subject to review by Council
9	WALGA Central Country Zone	<p>This group is made up of 13 member Councils of the WALGA. Council is entitled to two delegates.</p> <p>It is suggested that the CEO be at a proxy delegate to permit the CEO to attend and vote on matters of importance when a Council delegate is unable to attend.</p> <p>This Committee meets about 5 times a year, in locations around the district. Meetings take up six hours with travel.</p>
10	WALGA AGM (Voting)	<p>Council is entitled to two voting delegates at the annual WALGA AGM.</p> <p>Again it may be appropriate to include the CEO as one of the proxy delegates</p>
11	Wheatbelt South Regional Road Group (WBSRRG) & Hotham-Dale Subgroup	<p>The WBSRRG is the key body responsible for oversight and allocation of road funding in our region under the State Road Funds Agreement.</p> <p>The Hotham-Dale Subgroup is our local group including the Shires of Beverley, Pingelly and Wandering who provide delegates to the WBSRRG.</p>
12	Brookton District High School Board	The representative will sit on the Brookton DHS Board.
13	Yenyenning Lakes Management Group (YLMG)	The representative will sit on the YLMG and represent the Shire of Brookton's interests.
14	Regional Joint Development Assessment Panel (JDAP)	<p>Council can nominate 2 delegates and 2 Deputy Delegates to the JDAP to sit on reviews of large planning applications in the Shire of Brookton. Council's nominees must be appointed by the Minister and are required to complete training.</p> <p>The Shire of Brookton has never had such a planning application.</p>

Consultation - Nil.

Statutory Environment:

Local Government Act (1995)

5.10 Appointment of committee members

- (1) A committee is to have as its members -
- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

**Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish -
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11. Tenure of committee membership

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
 - (b) the person resigns from membership of the committee;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
 whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until -
 - (a) the term of the person's appointment as a committee member expires;
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
 whichever happens first.

Relevant Plans and Policy:

The following Policies apply to the establishment and operation of Council Committees:

- Policy 1.13 Council Committees – Terms of Reference
- Policy 1.12 CEO Performance and Salary Review
- Policy 1.26 Code of Conduct Behaviour Complaints Management

Financial Implications:

Elected member meeting attendance fees and allowances and expense rates include the following:

- Committee Meeting Fee \$100 per meeting
- Working/Advisory Groups \$100 per meeting
- Regional Road Group \$100 per meeting
- WALGA Zone Meeting \$100 per meeting
- External Committees \$50 per meeting
- Travel (as per Salary and Allowances Tribunal) \$0.78 per km

These costs are accommodated in the 2022/23 municipal budget.

Risk Assessment:

In not appointing members to the Audit and Risk Committee, LEMC and BFAC the Council would be in breach of the respective legislation. While the consequences are major, the likelihood of occurrence is Rare.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the appointment of representatives to Committees and Advisory Groups aligns to:

1. Governance
 - 1.4 Convene Council meetings, prepare agendas, minutes

Comment:

The use of Committees to undertake Council functions and provide advice to Council is an important means of progressing projects and addressing issues without the need for full Council representation.

Council representation on Advisory Groups is also an important link for the awareness of the Council on issues that may impact the community or for that matter Council business. As such it is essential that all Council members contribute through participation on some of these groups.

Council may, at any time, exercise its authority under the legislation to:

- change the composition of an existing Committee or Advisory Group (including increase in members);
- create a new Committee or Advisory Group with a defined purpose; or
- delete an existing Committee or Advisory Group if there is no further a purpose or need.

OFFICER RECOMMENDATION

That Council appoint the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following:

No.	Council Committee	Council Representative/ Delegate
1	Audit and Risk (Finance) Committee	Cr _____ Cr _____ Cr _____ Mr E. Pech Ms B. Mitchell
2	Employment Committee	Cr _____ Cr _____ Cr _____ Cr _____
3	Bushfire Advisory Committee	Cr _____ - Chair Cr _____
4	Local Emergency Management Committee	Cr _____ - Chair Cr _____
5	Community Enterprise Advisory Reference Group	Cr _____ - Chair Cr _____ - Deputy Chair Cr _____ Cr _____
6	Business and Economic Advisory Reference Group	Cr _____ - Chair Cr _____ - Deputy Chair Cr _____ Cr _____
7	Brookton Recreation Advisory Group	Cr _____ - Chair Cr _____
8	Brookton Natural Resource Management Group	Cr _____ - Chair Cr _____
9	WALGA Central Country Zone	Cr _____ Cr _____ Cr _____ - Proxy Chief Executive Officer- Proxy
10	WALGA AGM (Voting)	Cr _____ Cr _____ Cr _____ - Proxy

No.	Council Committee	Council Representative/ Delegate
		Chief Executive Officer- Proxy
11	MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	Cr _____ Cr _____ - Proxy
12	Brookton District High School Board	Cr _____
13	Yenyenning Lakes Management Group	Cr _____
14	Regional Joint Development Assessment Panel (JDAP)	Cr _____ Cr _____ Cr _____ - Proxy Cr _____ - Proxy

(Absolute majority vote required)

OCM 10.22-10

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Hayden

That Council appoint the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following:

No.	Council Committee	Council Representative/ Delegate
1	Audit and Risk (Finance) Committee	Cr Crute Cr Walker Cr Macnab Mr E. Pech Ms B. Mitchell
2	Employment Committee	Cr Crute Cr Walker Cr Bell Cr Hartl
3	Bushfire Advisory Committee	Cr Crute - Chair Cr Lilly
4	Local Emergency Management Committee	Cr Crute - Chair Cr Macnab
5	Community Enterprise Advisory Reference Group	Cr Crute - Chair Cr Hartl - Deputy Chair Cr Hayden Cr Bell
6	Business and Economic Advisory Reference Group	Cr Crute - Chair Cr Walker - Deputy Chair Cr Lilly Cr Macnab
7	Brookton Recreation Advisory Group	Cr Hartl - Chair Cr Hayden
8	Brookton Natural Resource Management Group	Cr Lilly - Chair Cr Hayden
9	WALGA Central Country Zone	Cr Crute Cr Walker

No.	Council Committee	Council Representative/ Delegate
		Cr Lilly - Proxy Chief Executive Officer- Proxy
10	WALGA AGM (Voting)	Cr Crute Cr Walker Chief Executive Officer- Proxy
11	MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	Cr Crute Cr Lilly - Proxy
12	Brookton District High School Board	Cr Lilly
13	Yenyenning Lakes Management Group	Cr Macnab
14	Regional Joint Development Assessment Panel (JDAP)	Cr Walker Cr Lilly Cr Bell - Proxy Cr Macnab - Proxy

CARRIED BY ABSOLUTE MAJORITY VOTE 6/0

15.10.22.02 ADOPTION OF ORDINARY COUNCIL MEETING DATES FOR 2023

File No:	N/A
Date of Meeting:	20 October 2022
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
Name of Owner:	Shire of Brookton
Author/s:	Sandie Spencer – Executive Governance Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer have an operational interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is to adopt a schedule on which Ordinary Council meetings are to be held in 2023.

Description of Proposal:

The proposed meeting dates for 2023 are:

- 16th February 2023
- 16th March 2023
- 20th April 2023
- 18th May 2023
- 15th June 2023
- 20th July 2023
- 17th August 2023
- 21st September 2023
- 19th October 2023
- 16th November 2023
- 14th December 2023

No meeting is proposed for January 2023. This is not traditionally a busy meeting of Council and will accommodate elected members and staff taking time for holidays.

All nominated meeting dates fall on the 3rd Thursday of the month as per Council policy. The December meeting date has been brought forward one week to be more convenient. This meeting is still four weeks from the prior November 2023 meeting date..

Background:

Local Government regulation require that Council Meeting dates are advertised.

Consultation: Nil**Statutory Environment:**

Local Government (Administration) Regulations 1996

12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
- (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

are to be held in the next 12 months.

- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Relevant Plans and Policy:

The dates listed in the Summary and again in the Officer Recommendation accord with Council Policy 1.2 that states;

Policy 1.2 Meetings – Scheduled Dates

The Ordinary meeting of Council shall be held at 6.00 pm on the third Thursday of each month unless otherwise determined by Council.

Special Council Meetings will be scheduled as decided by the Shire President or Council. Standing Committee Meetings are to be scheduled on an as required basis.

Financial Implications:

There is no direct financial implications for this matter.

Risk Assessment:

Not advertising meeting dates for Council Meetings would be in breach of the respective legislation. While the consequences are Major, the likelihood of occurrence is Rare.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the adoption of Council Ordinary Meeting dates for 2022 aligns to:

1. Governance
 - 1.4 Convening Council meetings, prepare agendas, minutes

Comment - Nil

OFFICER RECOMMENDATION

That Council adopt the following Schedule of Council Meetings to held in the Council Chambers of the Shire of Brookton in 2023:

No	Date	Time
1	Thursday 16 February 2023	6pm
2	Thursday 16 March 2023	6pm
3	Thursday 20 April 2023	6pm
4	Thursday 18 May 2023	6pm
5	Thursday 15 June 2023	6pm
6	Thursday 20 July 2023	6pm
7	Thursday 17 August 2023	6pm
8	Thursday 21 September 2023	6pm
9	Thursday 19 October 2023	6pm
10	Thursday 16 November 2023	6pm
11	Thursday 14 December 2023	6pm

(Simple majority vote required)

OCM 10.22-11

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Macnab

That Council adopt the following Schedule of Council Meetings to held in the Council Chambers of the Shire of Brookton in 2023:

No	Date	Time
1	Thursday 16 February 2023	6pm
2	Thursday 16 March 2023	6pm
3	Thursday 20 April 2023	6pm
4	Thursday 18 May 2023	6pm
5	Thursday 15 June 2023	6pm
6	Thursday 20 July 2023	6pm
7	Thursday 17 August 2023	6pm
8	Thursday 21 September 2023	6pm
9	Thursday 19 October 2023	6pm
10	Thursday 16 November 2023	6pm
11	Thursday 14 December 2023	6pm

CARRIED BY SIMPLE MAJORITY VOTE 6/0

15.10.22.03 COUNCIL POLICY - SHIRE SERVICES DURING CHRISTMAS/NEW YEAR HOLIDAY PERIOD

File No:	GOV031A
Date of Meeting:	20 October 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider policy to guide Shire of Brookton operations over the annual Christmas and New Year holiday period.

Description of Proposal:

The draft policy included at Attachment 15.10.22.03A, seeks for Council's regular operations close at the end of business on Christmas eve and reopen on the first day after the New Years Day public holiday.

The Policy also allows for this closure to be extended where there is only one day between the News Day public Holiday and the weekend.

The adoption of policy will give certainty to the public and staff over Shire operations into the future.

The Shire may still have limited operational works staff completing required operations such as the monitoring of reticulation and sewage, and additional operational staff on call should they be required in an emergency.

On these days of closure staff will utilise the two public service holiday days, accrued time in lieu, adjusted Rostered Days Off and annual leave if required. Staff without accrued leave will need to take leave without pay.

A closure over the Christmas New Year holiday period is common in local government and increasingly so for other businesses. There is unlikely to be significant demand for Shire services during this time.

Background:

Council has previously approved annual closures.

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

With approval the draft policy induced at Attachment 15.10.22.03A will be included in Council's policy manual.

Financial Implications:

There are no specific financial implications directly arising from this matter.

Risk Assessment:

Few consequences are anticipated and the outcomes would be minor in nature.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the adoption of the policy aligns to:

1. Governance
 - 1.1 Full review policy manual

Comment

The updating of policy reflects the current position of Council and work practices at the Shire as well as best practice approaches and allows council to operate in an efficient manner.

OFFICER'S RECOMMENDATION

That Council adopt Policy included at Attachment 15.10.22.03A to provide for a regular operational closure from Christmas to New Year.

(Simple majority vote required)

OCM 10.22-12

COUNCIL RESOLUTION

MOVED Cr Macnab SECONDED Cr Hartl

That Council adopt Policy included at Attachment 15.10.22.03A to provide for a regular operational closure from Christmas to New Year.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 15.10.22.03A – Draft Policy 1.28 Shire of Brookton Services – Christmas and New Year Period.

1.28 SHIRE OF BROOKTON SERVICES – CHRISTMAS NEW YEAR PERIOD
--

Directorate:	Executive			
Statutory Environment:				
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:				

Objective:

Council is seeking to balance the reduced demand from the public for administration services over the Christmas/New Year period and the high staff demand for leave at this time.

Policy:

Council will:

1. not provide services from the Shire Administration Centre and the Brookton Community Resource Centre; and
2. provide reduced levels of Works services; from the period commencing on Christmas Day each year until and including the New Year's Day public holiday.

In addition should there be only 1 day following the New Year's Day Public Holiday to a weekend, Council will extend the closure to include that day.

Guidelines

For this extended period, Council will require that staff use leave allocations in the following order:

1. approved Public Holidays;
2. 2 additional Local Government Recreation (LGR) leave days per annum provided as per policy 2.31 Employee Leave;
3. any rostered days off if available or other types of accrued leave that exists; and then
4. accrued annual leave.

If an employee does not have sufficient accrued leave, they will be required to take leave without pay.

16.10.22 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17.10.22 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Cr Lilly declared an Impartiality Interest in this matter in that her employer has provided quotations for equipment to be purchased.

Cr Hartl declared an Impartiality Interest in this matter in that her employer has provided quotations for equipment to be purchased.

17.10.22.01 URGENT BUSINESS – COMMUNITY CHEST GRANT – BROOKTON P&C ASSOCIATION

File No:	GOV022A
Date of Meeting:	20 October 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider reviewing a request to consider a Community Chest application from the Brookton P&C to upgrade the Brookton DHS canteen kitchen.

Description of Proposal: Nil

Background:

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time within the district would be delayed by Council not considering the item.

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

Shire of Brookton Policy

1.17 STANDING ORDERS AND MEETING PROTOCOL LOCAL GOVERNMENT (Council Meetings)

5.4 New business of an urgent nature

(1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

Financial Implications: Nil

Risk Assessment:

Should the Council not support this item, there is a small risk arising from not considering the Urgent business impacting on the ability of Council to obtain a quorum for their July 2022 Ordinary Council Meeting.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
	Almost Certain	Medium	High	High	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives: Nil

Comment: Nil

PRESIDING MEMBER'S RECOMMENDATION

That Council consider the urgent business relating a Community Chest application from the Brookton P&C.

(Simple majority vote required)

OCM 10.22-13

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Hayden

That Council consider the urgent business relating a Community Chest application from the Brookton P&C.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

17.10.22.02 COMMUNITY CHEST GRANT – BROOKTON P&C ASSOCIATION

File No:	COM025
Date of Meeting:	20 October 2022
Location/Address:	N/A
Name of Applicant:	Brookton P&C Association
Name of Owner:	Shire of Brookton
Author/s:	Kylie Freeman – Community Development Officer
Authorising Officer:	Deanne Sweeney – Manager Corporate Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the Community Chest application of the Brookton P&C Association for equipment for the Brookton DHS canteen kitchen.

Description of Proposal:

The Brookton P&C Association wish to purchase materials and have work completed to improve the standards of the school kitchen.

Brookton P&C Association is seeking Council's consideration for a grant of \$4,113.00 under the Community Chest Fund to purchase a large oven, dishwasher, food processor and a set of knives to assist with the upgrade of the kitchen area. The Brookton P&C are purchasing the equipment with installation and other works being met by the Brookton DHS.

The Community Chest Fund Application Form is contained in Attachment 17.10.22.02A.

Background:

The Council implemented the Community Chest program recognising that community funding provides a significant opportunity to work collaboratively with local, not-for-community groups and individuals to facilitate and deliver projects and/or activities that have a number of community benefits.

Consultation:

There has been consultation concerning the application with the Brookton P&C Association and the Community Development Officer.

Statutory Environment:

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework for the Community Chest Fund, which have been endorsed under the relevant provisions of the Local Government Act 1995.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations is applicable to this application, with assessment against the relevant selection criteria detailed below:

Annual Grants:

Funding Category	Funding Amount	Guidelines
Community and Strategic Partnership Grants	Maximum of 50% of the total fund (prescribed within the Shire’s annual budget) to a maximum of \$10,000 per application as cash support per financial year.	<ul style="list-style-type: none"> • Only available to groups and organisations within an incorporated body framework. • Designed to increase community access to essential events, programs, capital projects and improvements to buildings and structures (refer to notation c), and services offering broad benefit to the local community. • Demonstrates a high level of community support or need for the event, program, capital project or service. • Organisations with existing partnerships will be required to provide proof of all acquittals for the previous funding term and an audited financial statement from the previous financial year as a part of the application. • Applications for this category are limited to one application per organisation every year. • Applications can be made at any time throughout the year.

Financial Implications:

The Community Chest (COA E115050) was set at \$40,000 and a maximum of \$10,000 per application as cash support per financial year for the support of capital projects and building improvements.

Risk Assessment:

The risk in relation to this matter is assessed as “Low”.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the proposal relates to:

Function 24 – Community Support

Action 24.1 – Support community group activities

Comment: Nil

OFFICER’S RECOMMENDATION

That Council approves the application from Brookton P&C Association, included at Attachment 17.10.22.02A for \$4,113.00 (GST Exclusive) from the Community Chest Fund to be used for upgrades to the Brookton District High School kitchen.

(Simple majority vote required)

OCM 10.22-14

COUNCIL RESOLUTION

MOVED Cr Hartl

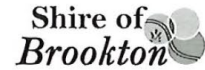
SECONDED Cr Bell

That Council approves the application from Brookton P&C Association, included at Attachment 17.10.22.02 for \$4,113.00 (GST Exclusive) from the Community Chest Fund to be used for upgrades to the Brookton District High School kitchen.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachments

Attachment 17.10.22.02A - Brookton P&C Association Community Chest Grant



Community Chest Fund

Application Form

Before completing the application form: Please ensure you have read the Shire of Brookton Community Funding and Donations Policy and that your application meets the criteria outlined in the funding category.

NAME OF ORGANISATION: Brookton District High School Parents & Citizens Committee _____

CONTACT PERSON: Danni Chard

POSITION: P&C Secretary

POSTAL ADDRESS: PO Box 188, Brookton WA 6306

PHONE: Click or tap here to enter text. MOBILE: [REDACTED]

EMAIL: pcsecretary15@gmail.com

ORGANISATION'S ABN: 508 443 451 14

REGISTERED FOR GST? YES NO

IS YOUR ORGANISATION INCORPORATED? YES NO

NAME OF PROJECT OR EVENT: Brookton District High School - Canteen Upgrades

ESTIMATED START DATE: November 2022

ESTIMATED COMPLETION DATE: December 2022

REQUESTED COMMUNITY CHEST FUNDS: \$4,113.00

Please tick which funding category you are applying for			
Annual Grants		Community Donations	
<input checked="" type="checkbox"/>	Community & Strategic Partnership Grants	<input type="checkbox"/>	Individual Donation
<input type="checkbox"/>	Community Support Grants	<input type="checkbox"/>	Not for Profit Community groups member donation
<input type="checkbox"/>	Equipment Purchase Grant	<input type="checkbox"/>	Not for Profit Community Organisation Utilities Financial Assistance Donation

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

The P&C Committee is requesting funds to upgrade and install new appliances in the Canteen at the Brookton District High School. The canteen currently provides students and staff at the school the opportunity to purchase items (food and drinks) 2 days a week. These food and drink items comply with the Department of Education's Healthy Food and Drink in Public Schools (HFD) policy. The canteen is a self managed, self supporting, beneficial service which compliments Brookton District High School.

2. WHAT WILL THE COMMUNITY CHEST FUNDS BE USED FOR?

The P&C are wishing to purchase a larger oven, which will replace the existing smaller oven, a dishwasher, a food processor and a set of knives. We are hoping to purchase a larger oven than which is currently installed at the BDHS Canteen, which will allow more items to be placed in the oven at any one time, therefore making the canteen more efficient. This is the same case as the dishwasher, which will save time, allowing for the canteen manager's time to be better utilised. There has been a downturn in the volunteers available to assist in the canteen, which is normally called for on a Friday (the busiest day of the week for the canteen), the P&C is hoping that with the new Canteen Manager in place, more volunteers will make themselves available to support the canteen into Term 4, and future school years.

3. HOW WILL YOUR PROJECT/EVENT BENEFIT THE BROOKTON COMMUNITY?

The canteen provides a service to the students and staff of the Brookton District High School, by allowing them to purchase food and drinks 2 days a week.

4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON20

4. Jobs and Volunteering - These upgrades align to the Brookton20, Jobs & Volunteering, by continuing to support the BDHS canteen, where many parents and caregivers contribute to the school community by volunteering.

5. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

The project will be shared in the internal school's communication system Class DoJo, with all parents and caregiver's, with special mention being made to the Shire of Brookton of their financial support to these upgrades.

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

G:/Master Documents/Forms/Finance/Community Chest Fund.docx

- Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- Verbal announcements at the project/event.
- Other.

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	0	Materials	Click or tap here to enter text.
Sponsorship	0	Labour	Click or tap here to enter text.
Donations in cash	0	Hire of Equipment	Click or tap here to enter text.
Other grants	0	Office/Administration	Click or tap here to enter text.
Catering Sales	0	Venue hire	Click or tap here to enter text.
Fees and Charges e.g. stalls	0	Advertising	Click or tap here to enter text.
Gate/Door entry fees	0	Catering Costs	Click or tap here to enter text.
		Entertainment	Click or tap here to enter text.
Other Income (Please List)	Click or tap here to enter text.	Other Expenditure (Please List)	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Capital Appliances large & small	4113.00
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total of Community Chest Funds requested in cash*	4113.00	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL INCOME	4113.00	TOTAL EXPENDITURE	4113.00

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

PLEASE INCLUDE SUPPORTING DOCUMENTATION (letters of support, quotes etc)

7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR YES NO

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? YES NO

IF YES, WHAT WAS THE AMOUNT AND WHAT WAS THE FUNDING FOR?

Click or tap here to enter text.

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.

After discussions with the Brookton District High School's principal Mr. Darren Simpson. He has advised that the installation and ongoing maintenance costs will be covered by the school. Therefore the P&C is only requesting the funds to purchase the equipment from Brookton Rural Traders, with the installation and requirement of relevant trades, and the ongoing maintenance costs being covered by Brookton District High School.

9. FUNDING CONDITIONS:


- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV. The project will conform to all relevant Bylaws and Acts in force at the time.
- V. Any unexpended grant funds will be returned to the Shire of Brookton.
- VI. The funds must be expended and acquitted by 30th June of the financial year in which they are received.
- VII. Invoices and receipts for the expenditure of the Community Chest funds must be provided to Council within three months of the completion of your project/event along with a brief report on your event or project which includes copies of any advertisements, posters, programmes or newspaper coverage.

PLEASE ENSURE YOU HAVE READ THE ABOVE GRANT CONDITIONS BEFORE SIGNING BELOW:

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

PRINT NAME: Danni Chard

POSITION: P&C Secretary

SIGNATURE: *Danni Chard* 

G:/Master Documents/Forms/Finance/Community Chest Fund.docx

Page 6 of 7

QUOTE DOCKET
833,454

Theresa Fancote - School
 Brookton

Front Counter

Date	Sales Person	Sales Area	Page
17/10/2022	~N/A	~N/A	1 of 1

Line	Code	Description	Quantity	Price	GST	Amount
1	P860139	Euromaid CS90S 90cm Freestanding Electric Oven/Stove	1.00	2,908.18	290.82	3,199.00
2	866449	Freestanding Dishwasher 60cm Haier	1.00	635.45	63.55	699.00
3	P860139	Sunbeam Multiprocessor - LC6250	1.00	154.55	15.45	170.00
4	863376	4 Piece Knife Set Scanpan	1.00	40.91	4.09	45.00

Bank Details Agquire Rural Holdings Pty Ltd BSB: 032-840 Acct: 290 510	Total Excluding GST	\$3,739.09
	Total GST	\$373.91
	Total Including GST	\$4,113.00

E & O.E

18.10.22	CONFIDENTIAL REPORTS
-----------------	-----------------------------

Nil

19.10.22	NEXT MEETING & CLOSURE
-----------------	-----------------------------------

The next Ordinary meeting of the Council will be held on Thursday 17th November 2022 commencing at 6.00 pm.

There being no further business, the Shire President, Cr Crute, declared the Meeting closed at 6:27pm.